Medical Electronic Data Interchange (MEDI) System

TABLE OF CONTENTS

Getting Started

Medical Electronic Data Interchange (MEDI) Authorization System Overview

Purpose

The MEDI Authorization System main purpose is to provide a container for authorization information for access to HFS Internet applications.

Federal Internet Standards as well as HIPAA regulations require that individuals who have access to a Medicaid recipient's medical information have a need to know this information.

Because of these regulations, HFS requires authorization for some applications provided through the Internet. In order to gain access to these applications, a person must register in the MEDI System and receive authorization.

Review the Getting Started topic for help on how to begin.

System Availability

The MEDI Authorization System is designed to be available 24-hours a day, 7 days a week. However, the system is down for maintenance every day between 3:00 am and 3:30am. Certain functions within this system have a more limited schedule of availability. They are

1. Payee Registration - this function is available from 8:00 am to 5:00 PM, Monday thru Friday.

Accessibility

For information about the State of Illinois accessibility standards and options, visit http://www.illinois.gov/iwas/.

Applications Available

Individuals that register in the MEDI System will have access to applications depending on the authorizations they are granted.

If you wish to exchange HIPAA-compliant transactions with HFS**,** the **type of registration you select** may have an impact on the type of access you will receive in the IEC System. Review the Health Insurance Portability and Accountability Act (HIPAA) topic for more information on what transactions each business type can exchange with HFS.

In addition, applications are available depending on rules that apply to specific business types. Review the Application Access topic for more information. Below is a list of the applications that may be available to you.

Name	Description	Functions Available	Implementation Date
Internet Electronic Claims System (IEC)	HIPAA data interchange system	Claim status inquiry, recipient eligibility inquiry, claim submission and retrieval of remittance advices	August, 2004
Kidcare Application Agent (KCAA)	Application for Medicaid services	Online applications to qualify for Medicaid programs	TBD
Local Education Agency (LEA)	LEA Reporting System	Reporting of monthly claims activity	TBD
Long Term Care (LTC)	LTC Reporting System	Reporting of monthly	TBD

		claims activity	
Supportive Living Facility Program (SLF)	SLF Reporting System	Reporting of resident populations and services	TBD

Getting Started

Access to the MEDI System is provided once you have successfully obtained a digital certificate from the llinois Central Management Services (CMS). In order to get started in the MEDI System, you must

1. accept the HFS User Security Agreement,

Warning: You will **not** be able to continue without accepting this agreement!

2. register in the MEDI System, and
3. receive authorization.

Once you have accepted the User Security Agreement, you must decide how you want to register in the MEDI System. If you haven't already, review the Applications Available Section in the MEDI Overview for more information on how registration may affect the application access you will have.

Review the Registration Overview and Authorization Overview for information on how to register and receive authorization.

After you have accepted the User Security Agreement, you will be able to access your **MEDI Home page**. Click on **Manage My Account** to view the status of your business associations and to continue other authorization activities.

Applications you are authorized to access will also be displayed on your MEDI Home page. Click on the application link to access the application.

About the Security Agreement

User Security Agreement

The User Security Agreement contains security and privacy requirements for anyone that wants access to HFS Internet applications. You must agree to these requirements before you can register in the MEDI Authorization System.

If you do not agree to the User Security Agreement, you will not be able to access any of the MEDI registration and authorization functions, nor any applications that would be available once you have been authorized.

Refer to How to Complete the User Security Agreement for more information.

Definition of a Business in the MEDI System

The definition of a business in the MEDI System is **different** than what you would normally think of as a business in the physical sense. While you may work for a business at a particular address, in the MEDI System, a business is not related to where you work.

Instead, a business is defined as a relationship with HFS. Medicaid providers and payees establish a relationship with HFS at the time of provider enrollment. This relationship is defined by an identification number, which is assigned by HFS.

A business in the MEDI System is defined differently in each of the three business categories.

- **Medicaid Provider** - During provider enrollment, each Medicaid provider is assigned a provider identification number by HFS. Each provider identification number issued by HFS is considered a separate business.

- **Payee** - Each enrolled Medicaid provider must establish a payee to which benefits will be remitted. In addition, a provider may also establish alternate payees. Each payee established is assigned a payee identification number. And each payee identification number issued by HFS is considered a separate business.

- **Other Business** - Because HFS does not currently have established relationships with businesses in this category, the MEDI System will create new HFS ID Numbers for each new registration. Since these identifiers are created at the time of registration in the MEDI System, it will be up to the person registering to determine when a new business should be created.

You are allowed to register as more than one business, regardless of which definition you use. Review the Multiple Business Registrations topic for more information.

Related Topics

Navigating the Registration Pages

Registration Tutorials

Application Access

Medicaid Providers

Medicaid providers automatically have access to the IEC System application and other Internet applications based on its provider type.

If you know the provider's type, review the Provider Application Access topic for a list of the applications a provider business can access.

Payees

Payees automatically have access to the IEC System application for receiving remittance advices.

Payees may also request authorization from a Medicaid provider(s) for the IEC System or to access other applications.

- Check the HIPAA Transactions Provider Type Cross Reference for a list of transaction types available to a provider business within the IEC System. A payee business would have to request and be granted authorization for the IEC System application in order to send/receive these transactions. The provider's administrator must also grant access to each individual transaction available.
- Payees may request authorization for other applications. The applications available are based on the provider's type and whether authorization has been requested and granted.

Other Business

Businesses in the Other Business category do not have automatic access to Internet applications. These businesses must request and receive authorization from a Medicaid provider, and are allowed to access applications based on the provider's type and whether authorization has been granted. Once authorization is granted, other businesses will normally have the same access to the application as the provider.

Transaction-Level Authorization for the IEC System

The **IEC System has additional limitations** on what payee and other business types have access to on behalf of Medicaid providers. HFS requires that a provider authorize at a transaction level for the IEC System. It is up to the provider administrator to grant access to the individual transactions available. Check the HIPAA Transactions Provider Type Cross Reference for a list of transactions available for each provider type.

Related Topics

Payee Application Access and HIPAA Cross Reference

Provider Application Access

HIPAA Transactions Provider Type Cross Reference

Application Access Levels

Each application supported by the MEDI System has a defined set of access levels to meet the requirements of the application. Access to applications is provided based on the business type that is registered. Review the Application Access topic for more information on what access is provided to each business type.

All applications will have at least three levels of access:

- None
- Authorized
- Administrator

Any other access level required will be defined by the specific application.

Administrators

Administrators automatically have all rights to an application that have been given to the business. The MEDI System also allows administrators to delegate the business' application access to the business' employees.

Employees

Employees have no rights to an application until it is delegated to them by their administrator. Administrators can set the access level for an employee to any level defined for the application, as long as the business has access at that level.

Related Topics

Application Access

Change Employee Access Level

View Employee Access Levels

Getting and Using Help

Ways to Get Assistance While you Work

Page-Specific Help

Each page has a Help document that is accessible by clicking on the navigational link located below and to the right of the window tab name.

General Help Topics

General Help information is accessible from the left-side navigation bar. Click on Help to bring up the general Help Table of Contents.

How Help is Organized

Help is broken down into four main topics that provide most of the information you need to operate the MEDI System. They are:

1. Getting Started
2. Registration
3. Authorization
4. Managing Your MEDI Account

Getting Started

Provides a general overview of the purpose for the MEDI Authorization System, the Security Agreement, and instructions on how to Get Started.

Navigation in MEDI

This folder provides general information on the menus and buttons in the MEDI System and how they can be used. In addition, navigation within each topic is provided so you can view the relationship of all the pages in MEDI to determine how to get where you want to go. These topics include:

- Navigating the Getting Started Pages,
- Navigating the Authorization Pages,
- Navigating the Manage My Account Pages, and
- Navigating the Registration Pages.

Overviews

Overviews provide detailed explanations of each process and its purpose and relevance in the MEDI System. Overview folders are provided on the three main topics. Refer to the top level overview to get started with:

- Registration Overview,
- Authorization Overview, and
- Manage My MEDI Account Overview.

How To

How To topics are task oriented. These topics provide the step-by-step process on many of the tasks you must complete. The How To folder is organized based on your role in the MEDI System. The complete list of tutorials available are listed in the following topics:

- Registration Tutorials
- Authorization Tutorials
- Manage My Account Tutorials

Window Level Help

Each page in the MEDI System has window level Help. These topics provide a definition of the page, the business rules that apply to the specific page as well as field-level Help. Window level Help is organized by what you want to do, and each folder should include a complete list of all the pages involved in that process. The complete list of window level Help is available in the following topics:

- Getting Started Pages
- Registration Pages
- Authorization Pages
- MEDI Account Pages

About HFS

Provides contact information for the problems and issues you may come up with while using the MEDI System.

Appendices

The Appendix provides more information on related topics such as the applications available through MEDI to different provider types, HIPAA cross references and a glossary of MEDI terminology.

Navigation in MEDI

How To Navigate in MEDI

Navigation Bar

The left-side navigation bar provides context-relevant navigation within the MEDI System. These links allow you to move around in the MEDI System. Check the left-side navigation bar for the link you want.

Links in the left-side navigation bar will be available on almost all pages. They are:

1. **MEDI Home** - returns to your MEDI Home Page
2. **Manage My Account** - returns to your Manage My MEDI Account. From here, you can check your business associations, their status and what applications you have access to for each business. In addition, administrators have access to Authorization functions from this page. The Change function is available to everyone from the Display link.
3. **Registration Menu** - provides access to all types of registration.
4. **Help** - opens the Help General Index.
5. **Contact Us** - use to send HFS an e-mail about a subject you cannot find in the Help documentation or the FAQs.
6. **myIDPA Home** - returns you to your myHFS Home page. Return to this page to update your HFS contact information.
7. **Logout** - use this link to log out of the MEDI System and remove any personal digital identity information from your computer. Useful if you use a computer that is used by more than one person.

Applications

To access an application, check your MEDI Home page. All applications you have access to will be listed under the **Select Application** header.

Page Names

You can tell what page you are on by looking at the window tab name located to the right of the navigation bar and below the Illinois Department of Healthcare & Family Services heading.

Related Topics

Navigating the Getting Started Pages

Navigating the Authorization Pages

Navigating the Manage My Account Pages

Navigation the Registration Pages

Button Help

Navigational Links

There are navigational buttons available on each page. These links are usually located below and to the right of the window tab name, and are repeated at the bottom of the page. Look for them on the upper and lower right-side of the screen. These navigational links include context-relevant buttons such as **Submit**, **Reset** and **Continue**.

Page-level Help documentation is available for each page in the MEDI application by clicking the **Help** button located on each page. These buttons will only appear at the top of the page.

Back Button

You can use the browser's **Back** button to return to the previous page.

Submitting a Page

Once you have completed entering information, you need to submit the information to HFS. To submit the information entered, click on the **Submit** button.

Reset Button

If you make a mistake when entering information on a page, click the **Reset** button to return the entered fields to their original values.

Access Keys

MEDI provides button access keys for all keyboard users. Access keys can be activated by pressing and holding down the Ctrl key, and pressing the defined access key. The following access keys are defined in the MEDI System:

- **A** - Authorization button
- **B** - Business Auth button
- **C** - Continue button
- **D** - Display button
- **E** - Change Emp Auth button
- **G** - Change button
- **H** - Help button
- **K** - Check All
- **P** - Req Provider Auth button
- **R** - Reset button
- **S** - Submit button
- **U** - Uncheck All

Navigating the Authorization Pages

The **Authorization** button is provided on the **Manage My MEDI Account Page** if you are an active administrator for at least one business.

To perform authorization functions, select a business on the Manage My MEDI Account page for which you are an active administrator, and click the **Authorization** button. An authorization menu page will be displayed depending on the business type. There are authorization menu pages for Other Business, Payee and Provider business types.

See below for the other pages available.

Windows

Window	Description
Manage My MEDI Account	Provides a list of your current business associations and the Authorization button for those individuals who are active administrators of a buisness. Accessed by clicking on the Manage My Account link on the left-side navigation bar.
Business Authorization Menu	For businesses that are not Medicaid providers or payees. Displays all employees registered for the business, and provides a link for requesting provider authorization and changing employee authorizations. Accessed by selecting an association with a business in the Other Business category, and clicking the Authorization button on the Manage My MEDI Account page or the Business Assn Display page.
Payee Authorization Menu	For businesses that are registered as payees. Displays all employees registered for the business, and provides a link for requesting provider authorization and changing employee authorizations. Accessed by selecting an association with a business in the Payee category, and clicking the Authorization button on the Manage My MEDI Account page or the Business Assn Display page.
Provider Authorization Menu	For businesses that are Medicaid providers. Displays all employees registered for the business and provides a link for performing business authorizations and changing employee authorizations. Accessed by selecting an association with a business in the Medicaid Provider category, and clicking the Authorization button on the Manage My MEDI Account page or the Business Assn Display page.
Change Employee Authorizations	Allows changes to employee status and

	application access. Accessed by clicking on the Change Emp Auth button on one of the three Authorization Menu pages.
Request Provider Authorization	Allows Payee and Other Business administrators to enter a new request or remove a previous request for provider authorization. Provides a list of the previous provider authorization requests for a business and their status. Accessed by clicking on the Req Provider Auth button on either the Payee or Business Authorization Menu.
Provider Business Authorization	Provides a list of businesses that have requested provider authorization and their status. Allows an active provider administrator to Accept or Reject an authorization request. Also provides the ability to authorize transactions for the IEC System. Accessed by clicking on the Business Auth button on the Provider Authorization Menu.
Account Locked	Appears if your MEDI Account has been locked due to unsuccessful authorization activities.

Navigating the Getting Started Pages

The first time you access the MEDI System, you will be asked to accept the User Security Agreement. You must accept the User Security Agreement in order to use the MEDI System.

Once you have accepted the User Security Agreement, you should be able to access your MEDI Home page at any time. Click the MEDI Home button in the left-side navigation bar to return to your MEDI Home page.

Windows

Window Name	Description
MEDI Home	Delivers applications for which you are authorized, and provides access to general provider handbooks. Accessed by clicking on the MEDI Home link on the left-side navigation bar.
User Security Agreement	The security agreement you must agree to in order to use the MEDI System. Appears the first time you register in MEDI.

Navigating the Manage My Account Pages

Once you have accepted the User Security Agreement, you will be allowed to access your Manage My MEDI Account page. Look for the **Manage My Account** link in the left-side navigation bar. It should be displayed as long as you are in the MEDI application.

You can use the Contact Us link to send HFS an e-mail for questions or concerns you cannot find in the Help system.

Windows

Window Name	Description
Manage My MEDI Account	Provides a list of your business associations along with their status and any applications for which you have access. Accessed by clicking on the Manage My Account link in the left-side navigation bar.
Business Association Display Page	Provides all information about a business, including the sender and receiver information required for inbound and outbound files. Accessed by selecting a business association and clicking on the Display button on the Manage My MEDI Account page.
Contact PPU	Allows provider and payee administrators to request information regarding current enrollment information. Accessed from the Change Registration Information page.
Contact Us	Allows you to send an e-mail to HFS. Accessed by clicking on the Contact Us link in the left-side navigation bar.
Change Registration Information	Provides a way to update your personal and business registration information. Accessed by clicking the Change button on the Business Assn Display page.

Navigating the Registration Pages

If you have never registered before, you will be taken to the MEDI Registration Menu immediately after you accept the User Security Agreement.

You can get to the MEDI Registration Menu at any time by clicking on the **MEDI Registration Menu** link in the left-side navigation bar.

You may request a Provider Information Sheet from the Registration Menu.

Windows

Page Name	Description
MEDI Registration Menu	Provides links to Business and Employee Registration functions. Click on the appropriate link to register. Accessed from the Registration Menu item in the left-side navigation bar.
Request Provider Information Sheet	Allows you to request that a Provider Information Sheet be mailed to the address on file for the provider. Available on the MEDI Registration Menu page. Look for the "Here" link in the Provider Registration description.
Provider Registration	Allows registration of an administrator for a Medicaid provider. Accessed by clicking on the Provider link on the MEDI Registration Menu.
Duplicate Provider	Allows you to indicate your registration is for a new administrator for an existing business or new business location for a Medicaid Provider. Appears if the provider number you entered is already registered.
Payee Registration	Allows registration of the administrator for a payee. Accessed by clicking on the Payee link on the MEDI Registration Menu.
Other Business Registration	Allows registration for administrators of all other business types. Accessed by clicking on the Other Business link on the MEDI Registration Menu.
Duplicate Other Business	Allows you to indicate your registration is for a new administrator for an existing business or new business location for an Other Business. Appears if the tax id number you entered is already registered in the Other Business category.
Employee Registration	Provides a way for employees to register to work on behalf of a specific business. Accessed by clicking on the Employee Registration link on the MEDI Registration Menu.

Account Locked	Appears if your MEDI Account has been locked due to unsuccessful registration activities.
Registration Success	Appears after a successful registration and displays the registration information you entered.

Overviews

AUTHORIZATION

Authorization Overview

Authorization is the process whereby a person gains access to functions and applications available within the MEDI System. Authorization takes place after a person has successfully registered. Authorization is provided at two levels within the MEDI System:

- Business-level Authorization - This type of authorization is given to a business either automatically or through the process of requesting and being granted authorization by a Medicaid provider.
- Employee-level Authorization - This type of authorization is delegated to employee(s) by the administrator of a business for which the employee(s) are registered.

Related Topics

Navigating the Authorization Pages

Authorization Tutorials

Business Authorization Overview

Business authorization is the process by which a business is granted authorized access to Internet applications, which it can then delegate to its employees. Delegation of authorized access is the responsibility of the business' administrator.

Note: Business-level authorization is provided to the **business** rather than to you as an individual. This allows the administrator to be replaced without affecting the authorizations given to the business.

Businesses gain authorization in two different ways:

- Automatic - Individuals that register as Medicaid providers and payees are automatically authorized for application access once they have successfully registered. This authorization is based on the fact that person's registering as a Medicaid provider or payee must have special knowledge in order to register successfully.

- Delegated - Individuals registered in the Other Business category will not have application access until authorized by a Medicaid provider. Businesses that want to work on behalf of a Medicaid provider must request authorization. In addition, a payee may also request to work on behalf of a provider.

Business authorization occurs either immediately after registration or after an authorization request has been accepted. A business administrator cannot delegate application access to the registered employees until the business has been authorized.

Related Topics

Navigating the Authorization Pages

Authorization Tutorials

Requesting Provider Authorization Overview

When a business wants to work on behalf of a Medicaid provider, it must request and receive authorization from one of the provider's active administrators. Provider authorization is granted to the business, not to the individual that requested the authorization. This allows the administrator to be replaced without affecting the authorizations given to the business.

After provider authorization has been received, the business administrator(s) of the requesting business can delegate authorizations to the registered employees.

Warning: If an authorization request is revoked or placed in a pending state, the requesting business and its employees will no longer have authorization to work on behalf of the provider. This may occur at any time after the request is made, even if the request was accepted at some earlier date or time.

If you want to work on behalf of a provider(s), you may request authorization immediately after your successful registration, from as many providers as you need. The provider administrator does not need to be registered before you can request authorization.

Application access will be granted immediately after a provider administrator has accepted your request for authorization.

Note: For the **IEC System** only, there is a 24-hour waiting period after authorization is **granted** before transactions can be exchanged. This is required in order to update HFS's X12N translator software.

E-Mails

The MEDI System also provides some automated e-mail support for authorization activities. Review the E-Mail Notifications Overview for more information.

Related Topics

Navigating the Authorization Pages

Authorization Tutorials

Provider Business Authorization

Provider authorization is a type of delegated authorization. Review the Business Authorization Overview if you haven't already, for more information on the different types of authorization.

A provider administrator can grant authorization to another business to act on the provider's behalf, within a specific application. This type of business authorization is a two-step process. A provider administrator can authorize a business to work on behalf of the provider, but only after the authorization has been requested.

A provider administrator will grant or revoke authorization for requesting businesses at the application level. Granting or revoking business authorization can be done at any time after it has been requested, even after authorization has been granted.

Warning: If a provider administrator **revokes** authorization for a business that has application access and is doing work on behalf of the provider, that business will **immediately** be denied access to continue doing work on the provider's behalf.

Note: There is a special requirement for the **Internet Electronic Claims (IEC) System** to provide authorization for each transaction to which a provider has access. Review the Health Insurance Portability and Accountability Act (HIPAA) topic for more information.

E-Mails

The MEDI System also provides some automated e-mail support for authorization activities. Review the E-Mail Notifications Overview for more information.

Related Topics

Navigating the Authorization Pages

Authorization Tutorials

E-Mail Notifications Overview

Authorization requests are enhanced by providing e-mail notifications to both the provider and the requesting businesses when authorization events occur. E-mails are sent in response to the following events:

- Once a business has successfully requested authorization from a provider, an e-mail is sent to active administrators for the provider to advise them of the request.
- If a business requests authorization but the provider is not registered, active administrators for the business requesting authorization will receive an e-mail advising them the provider is not registered.
- When a provider registers and there are already authorization requests that are pending, an e-mail is sent to the administrator for the provider that authorization requests are pending.
- When the provider's administrator has granted/revoked an authorization request, an e-mail is sent to active administrators for the business that requested the authorization to advise them of the provider administrator's actions.
- When a business removes its authorization request, active administrators for the provider will receive an e-mail advising them that any authorization the business previously had to work on behalf of the provider has been removed.

Related Topics

Navigating the Authorization Pages

Authorization Tutorials

Employee Authorization Overview

Employee authorization is the process by which a business delegates its authorized application access to one of its employees.

In order to delegate access to an Internet application to an employee, the business must already have authorized access. Review the Business Authorization Overview for more information on obtaining authorization for the business.

As long as the business has authorized access, the business' active administrators automatically have the ability to delegate applications to the business' registered employees. However, if the business loses its authorization, authorization for application access will be removed for the employees as well.

In order for an employee to be authorized to access applications over the Internet, the following events must take place:

- The business must be registered.
- The employee must successfully register for the business.
- The business must obtain authorization to access an Internet application.
- The business administrator must accept the employee's registration, and grant the employee access to an application.

An employee will have application access immediately after the administrator has granted them access.

Related Topics

Navigating the Authorization Pages

Authorization Tutorials

Administering Employees

Registration

Employees cannot register until a business is registered in the MEDI System. This is because the employees must have the business' Employee Registration Key in order to register.

An Employee Registration Key is generated for every successful business registration that results in the creation of a new business record. This key is what your employees will use when they register. This key guarantees that the employees will be associated with the business you want them to be associated with.

The **Employee Registration Key** is displayed on the Registration Success page after a successful business registration. If you did not print a copy of the Registration Success page when you registered, and you need the Employee Registration Key for the business, it is also available on the Manage My MEDI Account page.

Multiple Business Registrations

If you have registered as more than one business, you have a choice of where you want to administer your employees. You can associate employees with different business registrations depending on which Employee Registration Key you give them to register. Remember that each business registered in the MEDI System could potentially have different authorizations.

Authorization

Once your employees have registered, you can authorize them to access applications over the Internet, as long as your business has authorization. Review the Authorization Overview for more information.

Related Topics

Navigating the Registration Pages

Registration Tutorials

REGISTRATION

Registration Overview

Registration is one of the first tasks you must complete in the MEDI Authorization System in order to access applications available over the Internet that require authorization.

Registration provides HFS with information about you and your employer, and allows HFS to authorize you for functions and applications available over the Internet.

To understand the differences between your employer and how a business is defined in the MEDI System, you should review the Definition of a Business in the MEDI System topic.

There are basically two types of registration:

- Business Registration is for people that are the **administrator** for a business such as a Medicaid Provider, Payee or Other Business. These individuals will act on behalf of the business, delegating authorization to employees and other businesses.

- Employee Registration is for people that are **employees** of a registered business. Their authorization must be delegated to them by their administrator.

The type of registration you select defines your **relationship** to the business, either administrator or employee. You can have different relationships with different businesses at the same time; however, you can only have one relationship with the same business.

In addition, you may register more than once if you:

- represent more than one business (e.g. provider, payee or other business),
- work for more than one employer,
- have changed your relationship to the business,
- your employer has more than one relationship with HFS or
- a registered business requires a new administrator.

Related Topics

Navigating the Registration Pages

Registration Tutorials

Registering More Than Once

Registering more than once may be necessary if:
- you have more than one employer,
- your employer has more than one business relationship with HFS (e.g. provider, payee, other business) or
- you want to change your relationship with an employer for which you currently or previously worked.

There are no specific restrictions on the number of times you can register in the MEDI System, however, some limitations do apply. For example, you cannot have more than one relationship with a business registered in MEDI. However, you may register as an administrator for one business and an employee for another.

If you work for more than one employer, you can register as needed for each employer. Review the Registration Tutorials and select the type of registration you want to perform.

For more information on changing your relationship with a business for which you have already registered, review the topic Change Your Business Relationship.

Review the Multiple Business Registrations topic for more information on registering the same employer more than once.

Related Topics

Navigating the Registration Pages

Registration Tutorials

Business Registration Overview

If you haven't already reviewed the Definition of a Business in the MEDI System topic, you should do so now.

When you register in the Business Registration category, you are indicating to the MEDI System that you are acting on behalf of the business. In reality, you are the business entity's **administrator**.

Business Registration provides registration for 3 categories of businesses:

1. **Medicaid Provider** - To register as a Medicaid provider administrator, you must know special information about the provider's relationship with HFS. This information is provided on the Provider Information Sheet. If you do not have a Provider Information Sheet, you may request one. Review the Obtain a Provider Information Sheet topic for more information.

2. **Payee** - To register as a payee administrator, you must know special information about the payee's relationship with HFS. When you register, you should have access to a Provider Information Sheet or previous remittance advice for the payee.

3. **Other Business** - Businesses that do not currently have a relationship with HFS must register in the Other Business category. These businesses include, but are not limited to, billing services, provider groups, clearinghouses, value added networks (VAN), etc. You must know the businesss' tax identification number in order to register. Businesses registered in this category are not authorized for application access until they request and are authorized by an administrator for a Medicaid provider.

All business administrators must register before employees of the business can register. Find out more about administering employees.

There may also be situations where you will need multiple business registrations to handle registrations for provider groups, employers with more than one relationship with HFS or more than one location, or when you need to register as an administrator for a business that has already been registered.

For more information about authorization in the MEDI System, review the Authorization Overview.

Related Topics

Navigating the Registration Pages

Registration Tutorials

Employee Registration Overview

Employee Registration is for those persons that are employees of a registered business. Once registered, the business' administrator can accept your registration and give you access to Internet applications.

You will need an Employee Registration Key from your administrator before you can begin. This key associates you with the business registered by your administrator, so that your administrator can authorize you. Review the Registering as an Employee topic for more information on the process of Employee registration.

Related Topics

Navigating the Registration Pages

Tutorials

Multiple Business Registrations

If you haven't already, you should review the Definition of a Business in the MEDI System topic to understand how a business is defined in the MEDI System.

Certain situations may make it necessary for an employer to be registered more than once. Here are some situations where this might occur:

- Registering Multiple Locations for the Same Employer

    1. You are an administrator of more than one physical location for the same employer.

    2. You are an administrator for a specific location of the employer, and a different location of the employer is already registered.

- Registering the Same Employer Location More than Once

    1. A provider is its own payee. You have to register as both a provider and a payee business.

    2. You are an administrator for a provider group. You may want to register as both the provider(s) business and the provider group business.

    3. A billing service for a physicians group also provides a laboratory which has a Medicaid provider number. You may want to register as both a billing service and a Medicaid provider business.

    4. Your employer is registered as a business in the MEDI System. The business registered needs an administrator due to vacation, illness or termination of the primary administrator.

Related Topics

Navigating the Registration Pages

Registration Tutorials

Registering Multiple Locations for the Same Employer

If you haven't already, you should review the Definition of a Business in the MEDI System topic to understand how a business is defined in MEDI.

Your employer may have more than one physical location. The MEDI System does allow additional locations to register with certain restrictions.

A new location for a provider that is using the same provider identification number as another location that is already registered, must register as an Other Business and be authorized by the provider's administrator at the first location. Refer to the Duplicate Provider Registration topic for more information.

A new location for a payee will normally have a different payee number, so once a payee number is registered, it cannot be re-registered as a new business. Refer to the Duplicate Payee Registration topic for more information.

A new location for an Other Business that is using the same tax identification number as another location that is already registered can register as a separate location. Refer to the Duplicate Other Business Registration for more information.

Related Topics

Navigating the Registration Pages

Registration Tutorials

Registering the Same Employer Location More than Once

You are permitted to register the same employer more than once if

- it has more than one relationship with HFS or
- if your employer has already registered as a business in the MEDI System, and that business needs a new administrator.

More than One Relationship with HFS

To register your employer as more than one MEDI business, select the type of registration you are interested in from the Registration Tutorials and complete the registration as described. You may register as many times as necessary to obtain the authorized access you need.

New Administrator

When a person tries to register a business that's already registered, the system must determine whether they are trying to register as a new administrator for the already-registered business, or to register as a new business. Each type of business registration has different rules that apply. Review the following topics for more information on each business registration type:

1. Duplicate Provider Registration
2. Duplicate Payee Registration
3. Duplicate Other Business Registration

Related Topics

Navigating the Registration Pages
Registration Tutorials

Duplicate Other Business Registration

If the tax ID number you are registering has already been registered, the system needs to determine whether you are trying to register as an administrator for a business already registered or whether you are adding a new business. The system will present a list of businesses registered under the tax ID number and ask you to select your choice.

New Administrator for an Existing Business

If you want to register as a new administrator for an existing business in the Other Business category,

1. The system checks the number of active administrators for the business. If there are less than two, you will be added as a new administrator.
2. If there are already two active administrators for the business, the system will prevent the registration.

Review the Add Another Administrator tutorial for more information on how to register.

New Location for an Employer

If you want to register as a new location, the system will add your registration as entered. Review the Adding A New Business Location tutorial for more information on registering a new business location.

Related Topics

Navigating the Registration Pages

Registration Tutorials

Duplicate Payee Registration

If the payee number you are registering has already been registered, the following sequence of events will occur:

1. The system checks the number of active administrators for the business. If there are less than two, you will be added as a new administrator.
2. If there are already two active administrators for the business, the system will prevent the registration.

Related Topics

Navigating the Registration Pages

Registration Tutorials

Duplicate Provider Registration

If the provider number you are registering has already been registered, the system will ask whether you are trying to register as a new administrator for the provider business already registered, or whether you are adding a new location.

New Administrator for an Existing Business

If you want to register as a new administrator for an existing provider business:

1. The system checks the number of active administrators for the business. If there are less than two, you will be added as a new administrator.
2. If there are already two active administrators for the business, the system will prevent the registration.

Review the Add Another Administrator tutorial for more information on how to register.

New Provider Location

If you want to register as a new location for a provider, the system will add your registration in the Other Business category. You will have to request authorization from the administrator for the provider number already registered. See Requesting Provider Authorization Overview for more information. Review the Adding A New Business Location tutorial for more information on how to register as a new provider location.

Related Topics

Navigating the Registration Pages

Registration Tutorials

MANAGING YOUR MEDI ACCOUNT

Manage My MEDI Account Overview

Each time you register, a permanent record of what you entered is maintained in the MEDI System. At any time after you register, you may view or change some of the information you entered.

In addition, all authorizations that are provided by or given to you, or which are given to any business for which you are an active administrator are also permanently recorded.

All registration and authorization information pertaining to you as an individual and for any businesses for which you are an active administrator is accessible through your **Manage My Account** link on the left-side navigation bar.

Note: The information on your Manage My Account page applies to **you** personally.

Review the Tutorials below for more information on how to check your authorization and registration information.

To view all information about a business, review the View All Business Information tutorial.

Use the Change Registration Information function to update business and personal address, phone and e-mail information.

Related Topics

Navigating the Manage My Account Pages

Tutorials

How To

Complete the User Security Agreement

To complete the User Security Agreement,

- Enter your **title** by selecting an entry from the Title dropdown box
- **Read** the User Security Agreement
- **Scroll** to the bottom of the page
- Click the **I Agree** radio button
- Click **Submit**

If you need more detailed information about this page, review the window level help for the User Security Agreement Page.

Once you have successfully accepted the User Security Agreement, you will be forwarded to the MEDI Registration Menu to begin the registration process. Review the Registration Overview if you need help on how to register.

Related Topics

REGISTER

Add Another Administrator

To add a new administrator to an already registered business, the new administrator must register using the same business type registration as when the business was initially registered.

- Registration starts at the **Registration Menu**.
- From the Registration Menu, select the **business type** you want to register
  1. Medicaid provider
  2. Payee
  3. Other Business
- Complete the fields required on the appropriate registration page and click **Submit**. In order to associate yourself with the already registered business, you must enter the following information exactly as it currently exists in the MEDI System when you register:
  1. Provider Business - provider identification number, provider name and provider type
  2. Payee Business - payee identification number and payee name
  3. Other Business - tax identification number and type
- From this point, the handling is dependent on the specific type of business registration selected. Select the registration type you are registering below for further instructions:
  1. Adding a Provider Administrator
  2. Payee Administrator - no further action is required on your part
  3. Adding an Administrator for an Other Business

Related Topics

Navigating the Registration Pages

Adding a Provider Administrator

Once you have submitted the provider registration and it has been verified, if the provider number is already registered, the MEDI System will direct you to the **Duplicate - Provider** page. On this page, to become an administrator for the provider number already registered,

- Click the radiobutton to **select Option II**.
- Click **Submit**.

Note: A provider business can only have up to **2 active administrators** at any one time.

You will be forwarded to the Registration Success page to review the registration information. If you need more detailed help, review the window level help for the Duplicate - Provider Page.

Related Topics

Navigating the Registration Pages

Adding an Administrator for an Other Business

Once you have submitted the registration, if the tax identification number entered is already registered, the MEDI System will direct you to the **Duplicate - Oth Business** page. On this page, the system will display a list of businesses registered with the same tax ID number you entered. To register as an administrator for one of the businesses already registered,

- Click the radio button to **select Option II**.

- Click the **select** radio button for the business for which you want to be an administrator.

- Enter the **Employee Registration Key** for the business you selected. If you do not have the Employee Registration Key, review the Obtain an Employee Registration Key topic for how to obtain one.

Warning: You must enter the Employee Registration Key **exactly** as it exists on the MEDI System database. You are only allowed 5 attempts to enter the correct Employee Registration Key. If you are unsuccessful, your account will be locked and you will have to contact Network Services to unlock your account.

- Click **Submit**.

You will be forwarded to the Registration Success page to review the registration information. If you need more detailed help, review the window level help for the Duplicate - Oth Business Page.

If instead you wanted to add a new business, review the Adding an Other Business Location tutorial.

Related Topics

Navigating the Registration Pages

Adding A New Business Location

To add a new business location for a business that is already registered, you must select the same business type registration as the currently registered business.

Note: You cannot register a new location for a **payee** number. Payee numbers are unique to a specific location.

- Registration starts at the MEDI Registration Menu, available from the left-side navigation bar. **Click** on the **Registration Menu** link.
- From the MEDI Registration Menu, select the **business type** you want to register
  1. Medicaid provider
  2. Other Business
- Complete the fields required on the appropriate registration page and click **Submit.**
- From this point, the handling is dependent on the specific type of business registration selected. Select the registration type you are registering below for further instructions:
  1. Adding a Provider Location
  2. Adding an Other Business Location

Related Topics

Navigating the Registration Pages

Adding a Provider Location

Once you have submitted the provider registration and it has been verified, if the provider number is already registered, the MEDI System will direct you to the **Duplicate - Provider** page. On this page, to add a new location for a provider number,

- Click the radiobutton to **select Option I**.
- Click **Submit**.

The system will add your registration in the Other Business category. If you need more detailed help, review the window level help for the Duplicate - Provider Page.

If the provider's tax ID number is already registered in the Other Business category, you may also have to go through the Other Business process for adding a new location. Review the Adding an Other Business Location in this situation.

Related Topics

Navigating the Registration Pages

Adding an Other Business Location

After you have submitted an other business registration, or if you have selected to add a new location for a provider business, and if the tax identification number is already registered, the MEDI System will direct you to the **Duplicate - Oth Business** page. On this page, the system displays a list of businesses registered with the same tax id number. To add your registration as a new business,

- click the radiobutton to **select Option I**, and
- click **Submit**.

The system will forward you to the Registration Success page where you can review the registration information. If you need more detailed help, review the window-level help for the Duplicate - Oth Business Page.

If instead you want to be an administrator for a business that is already registered, review the Adding an Administrator for an Other Business tutorial.

Related Topics

Navigating the Registration Pages

Group Registration for Provider Groups

The administrator for a provider group may find that he/she has to register both as the provider(s) and as the provider group.

To simplify administration, it is recommended that you have the employees register for the provider group, and the provider group then can request authorization to work on behalf of the provider(s).

Tip: If the provider group is also a payee, you will want to register as a **Payee** and then have the payee business request provider authorization.

You must register the provider group before the employees can register. To begin,

1. **Register as the provider group** in the Other Business or Payee category. Review the Registering as a Provider Group or Registering as a Payee topic for more information on how to register.

2. Give the **Employee Registration Key** for the **provider group** to your employees so they can register as employees of the provider group. If you are not sure where to find the Employee Registration Key for the provider group, review the Obtain an Employee Registration Key topic. Have the employees review the Registering as an Employee tutorial for more information.

3. In order for the provider group to receive authorization, **the providers must be registered**. Anyone with access to the Provider Information Sheet may register as the provider(s) in your group. Review the Registering as a Provider tutorial for more information on how to register as a provider.

4. Next, the provider group must **request authorization** from the provider(s). Review the Request Provider Authorization for more information on how to request provider authorization. Any active administrator for the provider group may request authorization from as many providers as necessary.

5. Now the provider administrator must **authorize the provider group**. Review the Authorize a Business tutorial for more information on how to grant authorization to a business.

Once the provider group has been granted authorization by a provider(s), the **application authorization can be delegated** to the employees. Review the Authorize an Employee tutorial for more information on that process.

Related Topics

Navigating the Registration Pages

Obtain an Employee Registration Key

An Employee Registration Key is required for all employees that want to register for a business. It is also required for anyone registering as a second administrator for a business in the Other Business category.

- The Employee Registration Key was generated when the first administrator registered, and is displayed on the **Registration Success** page. Check with the administrator that registered the business.

- The Employee Registration Key is also displayed on the **Manage My MEDI Account** page of the administrator and any registered employees of the business. Check with any current administrators or registered employees of the business for the correct Employee Registration Key for the business.

Related Topics

Navigating the Manage My Account Pages

Obtain a Provider Information Sheet

You may need a Provider Information Sheet to register as a Medicaid provider. If you do not have a Provider Information Sheet, you can have one mailed to the address on record for the Medicaid provider.

To begin,

- Click on the **Registration Menu** link in the left-side navigation bar
- Look for the Click "**Here**" hyperlink under the Provider Registration description. **Click** on the link.
- Complete the required fields on the Provider Information Sheet Request Form page and click **Submit**.

After the request is received by HFS, a Provider Information Sheet will be generated for the provider on the following Friday. Once generated, allow 4-6 working days for mailing. For more detailed information, review the window level help for the Request Provider Information Sheet Page.

Related Topics

Navigating the Registration Pages

Registering as a Billing Service

To register a billing service, you must

- Click on the **Registration Menu** from the left-side navigation bar.
- From the MEDI Registration Menu, select **Other Business** Registration.
- Complete the fields required on the Other Business Registration page.
- **Select** "Billing Service" from the Other Business Type dropdown box.
- Click **Submit.**

For more detailed information on this process, review the window level help for the Other Business Registration Page.

Note: If your business is also a **payee**, you may want to register as a payee rather than a billing service. Payees can also be authorized by a provider to do work on their behalf, so registering as a payee can eliminate having to register more than once.

Related Topics

Navigating the Registration Pages

Registering as a Payee

To register as a payee, you must

- Click on the **Registration Menu** from the left-side navigation bar.
- From the MEDI Registration Menu, select **Payee** Registration.
- Complete the fields required on the Payee Registration page.
- Click **Submit**.

For more detail on the registration process, review the window level help for the Payee Registration Page.

Note: Payee Registration is only available from 8am to 5pm, Monday through Friday.

Related Topics

Navigating the Registration Pages

Registering as a Provider

To register as a provider, you must

- Click on the **Registration Menu** from the left-side navigation bar.
- From the MEDI Registration Menu, select **Medicaid Provider** Registration.
- Complete the fields required on the Provider Registration page. The required information can be found on your Provider Information Sheet.
- Click **Submit**.

Tip: If you receive a '**Provider Not Found**' error message, check the information you entered. Try using the enrollment date to register rather than the tax ID number.

For more detailed information on the registration process, review the window level help for the Provider Registration Page.

Related Topics

Navigating the Registration Pages

Registering as a Provider and a Payee

To register as a Medicaid Provider and as a Payee, you must register twice. The registrations can be done in any order.

Review the topics Registering as a Provider and Registering as a Payee.

Related Topics

Navigating the Registration Pages

Registering as a Provider Group

To register as a provider group, you must

- Click on the **Registration Menu** from the left-side navigation bar.
- From the MEDI Registration Menu, select **Other Business** Registration.
- Complete the fields required on the Other Business Registration page.
- Select "Provider Group" from the Other Business Type dropdown box.
- Click **Submit**.

For more detailed information on the registration process, review the window level help for the Other Business Registration Page.

Also, you may want to review the Group Registration for Provider Groups tutorial for more information.

Note: If your business is also a **payee**, you may want to register as a payee rather than a provider group. Payees can also be authorized by a provider to do work on their behalf, so registering as a payee can eliminate having to register as both a provider group and a payee.

Related Topics

Navigating the Registration Pages

Registering as an Employee

To register as an Employee, you must

- Obtain the **Employee Registration Key** from your business' Administrator.
- Click on the **Registration Menu** in the left-side navigation bar.
- From the MEDI Registration Menu, select **Employee Registration.**
- Complete the fields required on the Employee Registration page.
- Click **Submit.**

Warning: You must enter the **Employee Registration Key** exactly as it is, including upper- and lower-case letters. The system only allows 5 attempts to register. If you are unsuccessful, you will be forwarded to the MEDI Exit page and your account will be locked. You will need to contact Network Services to have your account unlocked.

For more detail on the employee registration process, review the window level help for the Employee Registration Page.

Related Topics

Navigating the Registration Pages

Registering as An Other Business

To register a business that is not a Medicaid provider or payee, you must

- Click on the **Registration Menu** from the left-side navigation bar.
- From the Registration Menu, select **Other Business** Registration.
- Complete the fields required on the Other Business Registration page.
- **Select** the type of business you are registering from the Other Business Type dropdown box.
  - If you selected "Other Business", also enter a description of your business' type in the Business Description field.
- Click **Submit**.

For more detail on this registration process, review the window level help on the Other Business Registration Page.

Related Topics

Navigating the Registration Pages

MANAGE MY MEDI ACCOUNT

Change Registration Information

To change information you entered when you registered

- Click on **Manage My Account**. The Manage My MEDI Account page displays your current business associations.
- **Select the business** for which you want to change your registration information. To do this, click the Select radio button next to the business you want to change to select it.
- Click on the **Display** button located either at the top or bottom of the page. This will take you to the **Business Association Display** page.
- Verify this is the business you want to change by checking the HFS ID Number and business type. Click on the **Change** button located either at the top or bottom of the page.
- Make the needed changes and click **Submit**.

Warning: For **provider** and **payee** businesses, changes made on this page will not be forwarded to HFS's mainframe systems. To make changes to information carried on the Department's files, you must contact HFS's Provider Participation Unit.

For more details on changing registration information, review the window level help for the Change Registration Information page.

If there were no errors, you will be returned to your **Manage My MEDI Account** page. Check the displayed business associations to verify the entered changes were correctly recorded in the MEDI System. If the changes are not displayed, return to the Business Association Display page.

Related Topics

Navigating the Manage My Account Pages

Change Your Business Relationship

You can change your relationship to a business regardless of the relationship's current status (i.e. active, inactive or pending).

Changing from Administrator to Employee

You will have to re-register as an Employee of the business. Review the Registering as an Employee tutorial for instructions on how to register as an employee. If you need more information about the Employee Registration process, review the Employee Registration Overview.

If you do successfully re-register as an employee of the business, you will lose any application access you previously had with the business and have to be granted application access by the current active administrator.

Changing from Employee to Administrator

You must re-register as the administrator through one of the Business registrations available. Review the Add Another Administrator topic for instructions on how to re-register as an administrator. If you need more information about the Business Registration process, review the Business Registration Overview.

Related Topics

Navigating the Manage My Account Pages

Check Your Application Access

To see what applications you are authorized to access,

- Go to your **MEDI Home** page

Any application access you have will be displayed on your MEDI Home page as a hyperlink below the Select Application header. Click on the link to access the application.

You can also check your authorized application access for each business you are associated with by viewing your business associations. Each business you work for may authorize you for an application(s).

To view your business associations,

- Click on the **Manage My Account** link in the left-side navigation bar.

The applications you are authorized to access are displayed under the "Application" heading on the far right.

Review the window level help for the Manage My MEDI Account Page for more detail on the information displayed on this page.

Tip: If you are an active administrator for a business, the application access displayed also applies to the business, and can be delegated to the registered employees.

Related Topics

Navigating the Manage My Account Pages

Check Your Business Relationship Status

There may be times when you need to determine your status with the businesses with which you are associated. To do so,

- click on the **Manage My Account** link on the left-side navigation bar.

Your current business associations are displayed on this page. Your business relationship status is displayed in the second row under the heading "Status".

Any applications you have access to will be displayed under the "Application" heading. Review the window level help for the Manage My MEDI Account Page for more detailed information.

Related Topics

Navigating the Manage My Account Pages

Contact HFS

You may contact HFS at any time if you have questions about registration, authorization or other problems not answered in the Help documentation or elsewhere. To contact HFS,

- Click the **Contact Us** link on the left-side navigation bar or the **Webmaster** link in the footer at the bottom of the page
- To contact Network Services:
    - Call the number listed on the page

Note: If your account is locked, you will need to contact Network Services to have it unlocked.

- To send an e-mail,
    - Enter the following fields:
        - Name - enter your first and last name **(Required).**
        - Phone - enter the phone number where you can be contacted **(Required)**. Also enter your extension if you have one.
        - E-Mail Address - enter the e-mail address where you can be contacted **(Required).**
        - Provider Name - if you need help regarding a specific provider, enter the provider's name
        - Provider Number - enter the corresponding provider number
        - Address Information - enter the street address, city, state and ZIP code where you work.
        - In the text box at the bottom of the page, enter your question or comments **(Required).**
    - Click **Submit**

Related Topics

Navigating the Manage My Account Pages

Contact PPU

You may contact the Provider participation Unit (PPU) at any time if you are an active administrator for a provider or payee, and have questions about registration, authorization or other problems not answered in the Help documentation or elsewhere. To contact the PPU,

- Click the **Manage My Account** link on the left-side navigation bar
- **Select** the provider or payee business you have questions about by clicking the select radiobutton next to the HFS ID Number.
- Click the **Display** button.
- Click the **Change** button.
- At the bottom of the page, there is a link to contact the PPU. Click the **PPU** link.
- Review the contact information and determine how you want to contact the PPU:

To send an e-mail to the PPU:

- The **From** text box should already be pre-populated with your e-mail address. If not, enter your e-mail address.
- Enter the subject of your e-mail message in the **Subject** text box
- Type your message in the **Message** text box
- Click **Submit**

Warning: Do not send confidential information to the PPU in an e-mail. If you need to discuss confidential information with the PPU, please contact Network Services.

To contact Network Services:

- Call the number listed on the page

Note: If your account is locked, you will need to contact Network Services to have it unlocked.

Related Topics

Navigating the Manage My Account Pages

Terminate Your Business Relationship

There may be times when you need to indicate you are no longer working or associated with a business. To do so,

- Click on **Manage My Account**. The Manage My MEDI Account page is displayed with your current business associations.
- **Select the business** for which you want to terminate your relationship. To do this, click the Select radio button next to the business you want to select it.
- Click on the **Display button** located on the top or bottom of the page.
- Verify this is the business you want to terminate by checking the HFS ID Number and business type. Click on the **Change button** located on the top or bottom of the page.
- Click the "Click Here if You No Longer Work for this Business" check box to select it, and click **Submit**.

If there were no errors, you will be returned to your **Manage My MEDI Account** page. The business will no longer be displayed. Check the displayed business associations to verify it has been removed.

You can get more detailed information on the business rules that apply to this process by reviewing the window level help for the Change Registration Information page.

Related Topics

Navigating the Manage My Account Pages

View All Business Information

If you want to view all the information about a business you are associated with,

- click on the **Manage My Account** link on the left-side navigation bar.
- **Select the business** for which you want to view the business information. To do this, click the Select radio button next to the business you want to view to select it.
- Click on the **Display** button located on either the top or bottom of the page.

All information captured about the business is displayed on this page.

Review the window level help for the Business Association Display Page for more detail on the information displayed on this page.

Related Topics

Navigating the Manage My Account Pages

View Businesses for Which You Are an Active Administrator

To view businesses for which you are registered as an active administrator:

- Click on **Manage My Account**

The Manage My MEDI Account page displays a list of businesses for which you are registered, some of for which you may be an active administrator. Your relationship to the business is listed under the Relationship header, and your status under the Status header.

Review the window-level Help for the Manage My MEDI Account page more information on the information displayed on this page.

Related Topics

Navigating the Authorization Pages

View HIPAA Information

If you want to view what HIPAA information is required for a business you are associated with,

- click on the **Manage My Account** link on the left-side navigation bar.
- **Select the business** for which you want to view the HIPAA information. To do this, click the Select radio button next to the business you want to view to select it.
- Click on the **Display** button located on the top or bottom of the page.

The HIPAA information is displayed at the bottom of the page.

Review the window level help for the Business Association Display Page for more detail on the information displayed on this page.

Related Topics

Navigating the Manage My Account Pages

View Your Business Associations

If you want to view what businesses you are associated with,

- click on the **Manage My Account** link on the left-side navigation bar.

Your current business associations are displayed on this page. Your business relationship status is displayed in the second row under the heading "Status".

Any applications you have access to will be displayed under the "Application" heading. Review the window level help for the Manage My MEDI Account Page for more detailed information.

Related Topics

Navigating the Manage My Account Pages

PERFORM AUTHORIZATION TASKS

ADMINISTER YOUR BUSINESS

Authorize an Employee

To change an employee's authorization status,

- Click on the **Manage My Account** link in the left-side navigation bar.
- Select the **business** for which you want to provide employee authorizations from the Manage My MEDI Account page by clicking on the **Select** radio button next to the HFS ID Number.
- Click either **Authorization** button. This will take you to an authorization menu customized for the business type.

Tip: The same employer may be registered more than once as different business types (e.g. a provider/payee). If the names are the same, be sure to check the **business type** as well as the business name before you make your selection.

- Click on either **Change Emp Auth** button.
- **Change** the employee's authorization level by clicking on the **Accept**, **Reject** or **Hold** radiobutton.
- If you also want to add **application access** for an employee,
  - Click on the dropdown box next to the application name.
  - Select the appropriate authorization level.

Note: If you select **Reject** or **Hold** for the employee's registration status, the system automatically changes all application authorization to **None**.

- When you are finished, click **Submit.**

For more detailed help on completing this process, review the Change Employee Authorization page.

 You will be returned to the appropriate Authorization Menu page, which displays the current status of the employee's authorizations.

Related Topics

Navigating the Authorization Pages

Change Another Administrator's Status

If you are an active administrator for a business, and another administrator for the same business has left or returned, you may need to change the status for the other administrator.

All active administrators of a business can change the status of any other administrator for the same business.

To change the status of another administrator,

- Click on **Manage My Account** in the left-side navigation bar.
- Select the **business** for which you want to provide employee authorizations from the Manage My MEDI Account page by clicking on the **Select** radio button next to the HFS ID Number.
- Click either **Authorization** button located on the right-side of the Business Associations header. This will take you to an authorization menu customized for the business type.
- Click either **Change Emp Auth** button.
- Change the administrator's status and click **Submit.** If you need more detailed help on completing this process, review the Change Employee Authorization page.

Warning: If you are accepting the administrator (e.g. putting them in active status), and the business already has two active administrators, you will not be able to change their status.

- You will be returned to the Authorization menu customize for the business type. Verify the administrator is in the correct status.

Related Topics

Navigating the Authorization Pages

Change Employee Access Level

To change an employee's authorization level for an application,

- Click on the **Manage My Account** link in the left-side navigation bar.

- Select the **business** for which you want to provide employee authorizations from the Manage My MEDI Account page by clicking on the **Select** radio button next to the HFS ID Number.

- Click either **Authorization** button. This will take you to an authorization menu customized for the business type.

Tip: The same employer may be registered more than once as different business types (e.g. a provider/payee). If the names are the same, be sure to check the **business type** as well as the business name before you make your selection.

- Click on either **Change Emp Auth** button.

- All applications to which the business has access are displayed to the right of each employee. The allowable access levels are displayed in a dropdown box to the right of the application name.

- Change the employee's application access level and click **Submit.** For more detailed help on completing this process, review the Change Employee Authorization page.

Warning: An employee must be in **Accept** status in order to access any of the business' authorized applications.

You will be returned to the appropriate Authorization Menu page, which displays the current status of the employee's authorizations.

Related Topics

Navigating the Authorization Pages

Check Your Business' Authorized X12 Transactions

The X12 transactions that are available to your business are dependent on its business type.

- For a **Provider** business, you must know the provider's type. Check the HIPAA Transactions Provider Type Cross Reference to determine the transactions available to the provider business.

- For a **Payee** business, the 835 transaction will always be available. To determine what other transactions are available, follow the instructions for Check Your Business' Provider Authorizations. Payees must have authorization from a provider in order to have other transaction access.

- For an **Other Business**, follow the instructions for Check Your Business' Provider Authorizations. Other Businesses must have authorization from a provider in order to have transaction access.

Check Your Business' Provider Authorizations

To check your business' provider authorizations,

- Click on **Manage My Account** in the left-side navigation bar.
- Select the **business** for which you want to review provider authorizations from the Manage My MEDI Account page by clicking on the **Select** radio button next to the HFS ID Number.

Tip: The same employer may be registered more than once as different business types (e.g. a provider/payee). If the names are the same, be sure to check the **business type** as well as the business name before you make your selection.

- Click on either **Authorization** button. This will take you to the appropriate Authorization Menu page for the business type.
- Click on either **Req Provider Auth** button. The authorizations the business has already requested or received are listed at the bottom of the page. Any removed authorizations will not be displayed.
- If the authorization is for the Internet Electronic Claims (IEC) System, the authorized transactions for the provider will also be displayed, along with the date of the authorization.

For more detailed information on the authorization process, review the window level help for the Request Provider Authorization Page.

Related Topics

Navigating the Authorization Pages

Terminate an Employee

To terminate an employee, you must be an **active** administrator for the business. To begin,

- Click on the **Manage My Account** link in the left-side navigation bar.
- Select the **business** for which you want to terminate the employee from the Manage My MEDI Account page by clicking on the **Select** radio button next to the HFS ID Number.
- Click on either **Authorization** button. This will take you to an authorization menu customized for the business type.

Tip: The same employer may be registered more than once as different business types (e.g. a provider/payee). If the names are the same, be sure to check the **business type** as well as the business name before you make your selection.

- Click on either **Change Emp Auth** button.
- For the employee you want to terminate, click on the **Reject** radio button to select it.
- Click **Submit**.

For more detailed information on the business rules that apply to this process, review the window level help for the Change Employee Authorizations Page.

Related Topics

Navigating the Authorization Pages

View Employee Access Levels

To view an employee's level of access for an application,

- Click on the **Manage My Account** link in the left-side navigation bar.

- Select the **business** for which you want to view employee access levels from the Manage My MEDI Account page by clicking on the **Select** radio button next to the HFS ID Number.

- Click on either **Authorization** button. This will take you to an authorization menu customized for the business type.

Tip: The same employer may be registered more than once as different business types (e.g. a provider/payee). If the names are the same, be sure to check the **business type** as well as the business name before you make your selection.

- All applications to which the business has access are displayed to the right of each employee. The employee's access levels are displayed to the right of each application name.

Note: Applications displayed on the authorization menu pages are the applications to which the business has access. If there are no applications displayed, then the business selected does not have access to any applications. If necessary, review the Authorization Overview for information on how to obtain authorization.

Related Topics

Navigating the Authorization Pages

View Employees Registered for the Business

You must be an **active** administrator for the business in order to view employees. To begin,

- Click on the **Manage My Account** link in the left-side navigation bar.
- Select the **business** for which you want to view the registered employee from the Manage My MEDI Account page by clicking on the **Select** radio button next to the HFS ID Number.

Tip: The same employer may be registered more than once as different business types (e.g. a provider/payee). If the names are the same, be sure to check the business type as well as the business name before you make your selection.

- Click the **Authorization** button located on the right-side of the Business Associations header. This will take you to an authorization menu customized for the business type.

You will see a list of the employees registered for that business and their authorization status. Review the window level help for the authorization menu specific to the business type for more detail about the information displayed on this page.

1. Business Authorization Menu Page
2. Payee Authorization Menu Page
3. Provider Authorization Menu Page

Related Topics

Navigating the Authorization Pages

MANAGE PROVIDER AUTHORIZATION

Authorize A Business

To authorize a business to act on behalf of a provider, you must be an active administrator for a business that is a Medicaid provider. To begin,

- Click on the **Manage My Account** link in the left-side navigation bar
- Select the **provider business** for which you want to provide authorizations by clicking on the **Select** radio button next to the HFS ID Number.

Note: The business type **must** be "PROVIDER" and you **must** be an active administrator for the provider business.

- Click on either **Authorization** button. This will take you to the Provider Authorization Menu page.
- Click on either **Business Auth** button. A list of businesses that have request authorization will be displayed.

Tip: An initial request will be displayed in PENDING status. You may place the authorization request in ACTIVE or INACTIVE status by clicking Accept or Reject respectively, or leave it in PENDING status. You may also change any previous authorizations the provider's administrators have granted or revoked.

- If the authorization request is for the Internet Electronic Claims (IEC) System, you will also need to authorize the specific transactions. Review the Authorize Transactions for the IEC System topic for more information.
- Once you have completed your authorization changes, click on a **Submit** button to submit the changes. Review the information about the Provider Business Authorization page for more detailed information on completing this process.

Warning: The business cannot do work on behalf of the provider unless the authorization request is **Accepted** (ACTIVE status).

If there are no errors, you will be returned to the Provider Business Authorization page to review the status of the provider's authorization requests.

Related Topics

Navigating the Authorization Pages

Authorize Transactions for the IEC System

To authorize transactions for the IEC System, you must be an active administrator for a business that is a Medicaid provider. To begin,

- Review the Authorize a Business topic for instructions on how to get to the Provider Business Authorization page.

- If you are **accepting the authorization request**, you may authorize the specific transactions to which the business will have access. All the transactions that are available to the provider will be displayed for each authorization request.

  - To **grant authorization** to a transaction, **check the checkbox** next to the transaction description. To grant authorization to all transactions to the requesting business, check the **Check All** button.

  - If you want to **remove authorization** for a specific transaction, **uncheck the checkbox**.

Note: An authorization that is being accepted **must** have at least one checked transaction.

- If you are **rejecting the authorization request**, access to all available transactions will automatically be removed. You can also check the **Uncheck All** button.

Once you have completed your authorization changes, click on a **Submit** button to submit the changes.

If there are no errors, you will be returned to the Provider Business Authorization page to review the status of the provider's authorization requests.

Related Topics

Navigating the Authorization Pages

View Businesses that have Requested Authorization

To view businesses which have requested to work on behalf of a provider,

- Click on the **Manage My Account** link in the left-side navigation bar
- Select the **provider business** for which you want to provide authorizations by clicking on the **Select** radio button next to the HFS ID Number.

Note: The business type **must** be "PROVIDER" and you **must** be an active administrator for the business.

- Click the **Authorization** button located in the upper right corner of the page content. This will take you to the Provider Authorization Menu page.
- Click on the **Business Auth** button in the upper right corner of the page content. The businesses that have requested authorization from the provider will be displayed along with the current status of the authorization request.

For more detail about the information displayed on this page, review the window level help for the Provider Business Authorization Page.

Related Topics

Navigating the Authorization Pages

MANAGE BUSINESS AUTHORIZATION REQUESTS

Remove an Authorization Request

To remove a previous request for provider authorization,

- Click on **Manage My Account** in the left-side navigation bar.
- Select the **business** for which you want to review provider authorizations from the Manage My MEDI Account page by clicking on the **Select** radio button next to the HFS ID Number.

- Click on either **Authorization** button. This will take you to the appropriate Authorization Menu page for the business type.
- Click on either **Req Provider Auth** button. The authorizations the business has already request or received are listed at the bottom of the page. Any removed authorizations will not be displayed.
- Click the **Remove** checkbox next to the provider you want to remove.
- Click the **Submit** button.

If there are no errors, you will be returned to the Request Provider Authorization page to review the status of your authorization requests. The removed authorization will not be displayed. For more detailed information on the business rules that apply to this process, review the window level help about the Request Provider Authorization Page.

Related Topics

Navigating the Authorization Pages

Request Provider Authorization

To request provider authorization, you must be an administrator for a business that is **not** a Medicaid provider.

- Click on **Manage My Account** in the left-side navigation bar.
- Select the **business** for which you want to review provider authorizations from the Manage My MEDI Account page by clicking on the **Select** radio button next to the HFS ID Number.

Tip: The same employer may be registered more than once as different business types (e.g. a provider/payee). If the names are the same, be sure to check the **business type** as well as the business name before you make your selection.

- Click on either **Authorization** button. This will take you to the appropriate Authorization Menu page for the business type.
- Click on either **Req Provider Auth** button. Only non-provider businesses will have this option. The authorizations the business has already requested or received are listed at the bottom of the page. Any removed authorizations will not be displayed.
- Complete the provider number and provider name fields, select an application from the dropdown list, answer the claim preparer question and click the **Submit** button.

Warning: If you are **unsuccessful** in requesting provider authorization five (5) times, you will be **locked out** of the MEDI System, and you will have to contact Network Services to have your account reset.

If there are no errors, you will be returned to the Request Provider Authorization page to review the status of your authorization requests. For more detailed information regarding the business rules that apply to this process, review the window level help about the Request Provider Authorization Page.

Note: For the **IEC System** only, there is a 24-hour waiting period after authorization is **granted** before transactions can be exchanged. This is required in order to update HFS's X12N translator software.

Related Topics

Navigating the Authorization Pages

Window Level Help

GETTING STARTED

MEDI Home Page

The MEDI Home page provides access to Internet applications for which you are authorized. The MEDI Home page is customized for you depending on your authorizations and your relationship with HFS.

Your MEDI Home page is your starting point in the MEDI application. Return to the MEDI Home page when you want to transfer to another application.

Business Rules

You can access your MEDI Home page anytime after accepting the User Security Agreement.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Application Link	a hyperlink to an application for which you are an authorized user	In order for an application to display, you must have the appropriate authorization.	Hyperlink

MEDI Exit Page

This page is displayed when the system is temporarily unavailable. If there is a time listed, the system should be available again in the allotted time. If not, try accessing the system again in 15 minutes.

Business Rules

None

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Types
N/A	N/A	N/A	N/A

User Security Agreement Page

This window requires entry of your title (e.g. Mr., Mrs., Dr., etc) and displays the User Security Agreement.

Business Rules

The information on this page is required before you can enter the MEDI System. In addition, you must agree to the User Security Agreement.

Warning: Should you decide to select I Disagree before you click Submit, you will be forwarded to the MEDI Logout page and logged out of the MEDI System. Next time you log into the MEDI Authorization System, you will be returned to this page.

Review About The Security Agreement for more information.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Title dropdown box	your title	Required.	Dropdown Box
User Security Agreement	the security agreement to which you much agree	You must read the User Security Agreement.	Display Only
I Agree/Disagree radio buttons	whether you agree to the User Security Agreement	I Agree is Required.	Radio Button

MANAGING YOUR MEDI ACCOUNT

Business Association Display Page

Displays all information about a business, including HIPAA key information.

Business Rules

None that apply.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Business Name	the business' name	N/A	Display Only
HFS ID Number	the business' identification number with HFS	N/A	Display Only
Tax ID Number	the business' tax identification number	N/A	Display Only
Business Type	the business category of the business	N/A	Display Only
Employee Registration Key	the key employees use to register for this business	N/A	Display Only
Relationship	your relationship with the business	N/A	Display Only
Status	the status of your registration with the business	N/A	Display Only
Application	the applications you are authorized to access for this business	N/A	Display Only
Business Address	the business' street address	N/A	Display Only
City	the business' city	N/A	Display Only
State	the business' state	N/A	Display Only
ZIP Code	the business' 5- or 9-digit ZIP code	N/A	Display Only
Business Phone Number	the business' main phone number	N/A	Display Only
Business Fax Number	the business' fax number	N/A	Display Only
E-Mail Address	your personal e-mail address	N/A	Display Only
Phone Number	your personal phone number	N/A	Display Only
Ext	your personal extension	N/A	Display Only

Inbound HIPAA values	the key information to use when submitting files to HFS	N/A	Display Only
Outbound HIPAA values	the key information used when HFS returns a file to you.	N/A	Display Only

Related Topics

Health Insurance Portability and Accountability Act (HIPAA)

Change Registration Information Page

This window allows you to change some of the information you entered when you registered. In addition, you can indicate here whether your status with the business has changed.

Warning: For **provider** and **payee** businesses, changes made on this page will **not** be forwarded to HFS's mainframe systems. To make changes to information carried on the Department's files, you must contact HFS's Provider Participation Unit (PPU).

If you are an active administrator for a Medicaid provider or payee, you can also contact HFS's Provider Participation Unit by e-mail from this page by clicking on the PPU link.

Business Rules

To change registration information, your relationship with the business must be in an active or pending status.

Your registration and authorization information is used by applications available through the MEDI System. The following rules apply to any changes to this information:

- HFS ID Number. This number is assigned by HFS and cannot be changed.
- Tax ID Number. You will need to re-register under the new tax ID number if your tax ID number changes.
- If you are an employee, you are only allowed to change your personal phone, extension and e-mail address.
- Status. You are allowed to terminate your relationship with a business. Review the Terminate Your Business Relationship topic for more information on how to change your status.
- Applications. This option is dependent on your registrations and authorizations, and cannot be changed on this page.
- Relationship. After you have registered, you can change your relationship with a business in the MEDI System from employee to Administrator and visa versa, as long as certain conditions are met. Review the Change Your Business Relationship topic for more information on how to change your relationship.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
HFS ID Number	the business' identification number with HFS	N/A	Display Only
Tax ID Number	the business' tax identification number	N/A	Display Only
Business Name	the business' name	Available to the Administrator only. Required. Must be at least 2 characters in length. Certain special characters are not allowed.	Text Box
Status	the status of your registration with the business	N/A	Display Only
Application	the applications you are	N/A	Display Only

	authorized to access for this business		
Relationship	your relationship with the business	N/A	Display Only
Business Address	the business' street address	Available to the Administrator only. Required. Address must be at least 3-characters in length. Certain special characters are not allowed.	Text Box
Employee Registration Key	the key which associates employees registering for a business with the correct business record	N/A	Display Only
Business Second Address Line	additional address information for the business	Not required. If entered, address must be at least 3-characters in length. Certain special characters are not allowed.	Text Box
Click Here if you no longer work for this business	a checkbox for terminating your relationship with the business; if you check this box and click the Submit button, your status with the business will be changed to inactive	Not required.	Check Box
City	the business' city	Available to the Administrator only. Required. City must be at least 2 characters in length. Certain special characters are not allowed.	Text Box
State	the business' state	Available to the Administrator only. Required. Must be a valid state abbreviation.	Dropdown Box
ZIP Code	the business' 5- or 9-digit ZIP code	Available to the Administrator only. Required. Formats	Text Box
Business Phone Number	the business' main phone number	Available to the Administrator only. Required. Formats	Text Box
Business Fax Number	the business' fax number	Available to the Administrator only. Not Required. Formats	Text Box
Your Work Number	your phone number at work; if you do not have a direct line, enter a phone number where you can be reached at work	Required. Formats	Text Box

Your Work Ext	your phone extension number at work, if you have one	Not Required. If entered, must be numeric.	Text Box
Your Work E-Mail Address	your work e-mail address, if you have one; if not, enter your personal e-mail address if it is accessible to you while at work	Required. Must be a valid e-mail format.	Text Box

Contact Us Page

This page provides for entry of questions and contact information for answers not found in the Help or elsewhere.

Business Rules

Warning: Do not send confidential information in an e-mail. If you need to discuss confidential information with HFS, please contact Network Services.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Name	your name	Required.	Text Box
Phone	your phone number	Required.	Text Box
Extension	your extension, if applicable	N/A	Text Box
E-Mail Address	your e-mail address	Required.	Text Box
Provider Name	the provider's name if applicable to your question	N/A	Text Box
Provider Number	the provider's identification number, if applicable to your question	N/A	Text Box
Address	the street address where you work	N/A	Text Box
City	the city where you work	N/A	Text Box
State	the state where you work	N/A	Text Box
ZIP Code	the ZIP code where you work	N/A	Text Box
Message	the text of your e-mail message	Required.	Text Box

Related Topics

Contact HFS

Contact Information

Contact PPU Page

This page provides for entry of questions for providers and payees regarding current enrollment information.

Business Rules

Warning: Do not send confidential information in an e-mail. If you need to discuss confidential information with HFS, please contact Network Services.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
To	the receiver's e-mail address	N/A	Display Only
From	your e-mail address	Required.	Text Box
Subject	the subject of your e-mail	Required.	Text Box
Message	the text of your e-mail message	Required.	Text Box

Related Topics

Contact PPU

Contact Information

Manage My MEDI Account Page

This window allows you to view the businesses you are associated with and displays one record for each one of your registrations. The registrations are sorted by the date you registered, in ascending alphabetical order.

You have access to change your previously entered registration information from this page. You can also access Authorization functions from this page if you are an active administrator for at least one business.

Business Rules

You must be an active administrator for at least one business in order for the Authorization button to be displayed.

You must select a business before clicking either the Authorization or Display button.

The select radio button will not be displayed for any business for which your relationship is Inactive. Changes to inactive registrations are not permitted.

You must be an active administrator for a business in order to perform authorization functions. Performing authorization functions for a business for which you are an employee or for which you are not an active administrator is not permitted.

If you have removed your registration, it will not be displayed on this page. You can remove registrations on the Change Registration Information Page. For instructions on how to remove a registration, review the Terminate Your Business Relationship tutorial.

Review the Manage My MEDI Account Overview for more information.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Select	selects the business it is associated with	You must select a business before you click the either the Authorization or Display button	Radio Button
Business Name	the business' name	N/A	Display Only
HFS ID Number	the business' identification number with HFS	N/A	Display Only
Tax ID Number	the business' tax identification number	N/A	Display Only
Business Type	the business category of the business	N/A	Display Only
Employee Registration Key	the key employees use to register for this business	N/A	Display Only
Relationship	your relationship with the business	N/A	Display Only
Status	the status of your registration with the business	N/A	Display Only
Application	the applications you are authorized to access for	N/A	Display Only

	this business		

REGISTRATION

Account Locked Page

This page is displayed if your MEDI account has been locked due to unsuccessful registration or authorization activities.

Business Rules

You will not be able to access the MEDI System, or any applications that depend on MEDI authorization, until your account is unlocked by HFS.

If you are on this page, you will need to contact Network Services to have your account unlocked.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
N/A	N/A	N/A	N/A

Related Topics

Contact Information

Duplicate - Other Business Page

This window is displayed when the tax ID number you entered is already registered in the Other Business category. This window allows you to indicate whether you are registering as an administrator for an existing business, or as a new business.

Business Rules

An Other Business may have no more than 2 active administrators at any one time.

Warning: You are only allowed **5 attempts** to enter the correct Employee Registration Key. If you are unsuccessful 5 times, your account will be locked and you will have to contact Network Services to unlock your account.

You must enter all required fields, and in the correct format. See below for a list of fields and validation rules.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Option I	indicates you are registering as a new location for the tax ID number	Either Option I or Option II must be selected.	Radio Button
Option II	indicates you are registering as a second administrator for the business name and address displayed	Either Option I or Option II must be selected.	Radio Button
Select	identifies the business you selected as a second administrator	If Option II is selected, a business must be selected.	Radio Button
Name and Address	the name and address of the registered business	N/A	Display Only
Employee Registration Key	the Employee Registration Key that was generated when the business was initially registered	If Option II is selected, must be entered for the business selected. Must exactly match the Employee Registration Key for the business selected. (including upper and lower case letters)	Text Box

Duplicate - Provider Page

This window allows you to indicate whether you are registering as a new administrator for an existing provider identification number, or as a new location for the provider.

Business Rules

You must have already successfully passed authentication for provider registration before this page will be displayed.

A Provider Business may have no more than 2 active administrators at any one time.

Additional locations for a provider identification number, after the initial registration, will be registered in the Other Business category and must request authorization from the provider.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Option I	indicates you are registering as a new location for the provider	Either Option I or Option II must be selected.	Radio Button
Option II	indicates you are registering as a second administrator for the provider name and address displayed	Either Option I or Option II must be selected.	Radio Button
Name and Address	the provider's name and address	N/A	Display Only

Employee Registration Page

This window allows you to register as an employee of a business that has already registered.

Business Rules

To register as an employee, you must have the Employee Registration Key generated for the business. Check with your administrator to obtain the Employee Registration Key.

Warning: You are only allowed 5 attempts to register. If you are unsuccessful 5 times, your account will be locked and you will have to contact Network Services to unlock your account.

Once you have successfully registered, you are not permitted to register as an employee again with the same Employee Registration Key. If you are currently inactive with a business and want to become active, check with your Administrator.

Review the Employee Registration Overview for more information.

If you want to change your relationship to the business, review the Change Your Business Relationship tutorial.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Work Phone	your phone number at work; if you do not have a direct line, use a phone number where you can be reached at work	Required. Formats	Text Box
Your Work Ext	your phone extension number at work, if you have one	Not required. If entered, must be numeric.	Text Box
Your Work E-Mail Address	your work e-mail address, if you have one; otherwise, enter your personal e-mail address if you have access to it at work	Required. Must be a valid e-mail format.	Text Box
Enter Your Employee Registration Key	the registration key for employees of a business	Required. Must match the Employee Registration Key for the business, including all upper and lower case letters.	Text Box

MEDI Registration Menu Page

This window allows you to select the type of registration you want to perform, either Business or Employee Registration.

Business Rules

You must have accepted the User Security Agreement to get to this page. After accepting the User Security Agreement, you can access this page at any time.

Review the Registration Overview for more information.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
MEDICAID PROVIDER	hyperlink to Provider Registration page	N/A	Hyperlink
HERE	hyperlink to the Request a Provider Information Sheet page	N/A	Hyperlink
PAYEE	hyperlink to Payee Registration page	Only available from 8am to 5pm, Monday thru Friday.	Hyperlink
OTHER BUSINESS	hyperlink to Other Business Registration page	N/A	Hyperlink
EMPLOYEE REGISTRATION	hyperlink to Employee Registration page	N/A	Hyperlink

Other Business Registration Page

This window allows you to register as an administrator for a billing service, provider group, or other business that is not a Medicaid Provider or Payee.

Business Rules

If you have previously registered as the administrator for an Other Business, and your registration is active, you will not be allowed to register again as an administrator for the same business.

If you want to change your relationship with a business, review the instructions in the Change Your Business Relationship topic.

An Other Business may have no more than 2 active administrators at any one time.

Review the Business Registration Overview for more information.

You must enter all required fields, and in the correct format. See below for a list of fields and validation rules.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Business Name	the name of the business	Required. Must be at least 3 characters in length. Certain special characters are not allowed.	Text Box
Business Address	the business address; should be the street address of the physical building rather than the mailing address	Required. Address must be at least 3-characters in length. Certain special characters are not allowed.	Text Box
Second Business Address Line	additional business address information; may be the mailing address of the business	Not Required. If entered, the address must be at least 3-characters in length. Certain special characters are not allowed.	Text Box
City	the city where the business is located; must be the city where the physical building is located	Required. City must be at least 2 characters in length. Certain special characters are not allowed.	Text Box
State	the state where the business is located; must be the state where the physical building is located	Required. Select an entry from the dropdown list.	Dropdown Box
ZIP	the ZIP code of the physical building	Required. Formats	Text Box

Business Phone Number	the main phone number for the business	Required. Formats	Text Box
Business Fax Number	a fax number for the business	Not Required. Formats	Text Box
Your Work E-Mail Address	your work e-mail address, if you have one; or your personal e-mail address	Required. Must be a valid e-mail format.	Text Box
Your Work Phone	your phone number at work; if you do not have a direct line, use a phone number where you can be reached at work	Conditionally Required if work extension is not entered. Formats	Text Box
Your Work Extension	your phone extension number at work, if you have one	Conditionally Required if your work phone is not entered. If entered, must be numeric.	Text Box
Tax ID Number	the tax ID number of the business	Required. Formats	Text Box
Tax ID Number Type	the type of tax ID number you entered	Required. Select either FEIN or SSN.	Radio Button
Other Business Type	the type of business you are registering	Required. Select an entry from the dropdown list.	Dropdown Box
Business Description	a description of the business you are registering if you did not find a valid entry in the Other Business Type dropdown list	Conditionally Required. If you selected Other Business from the Other Business Type dropdown list, you must enter a description of your business' type. Must be at least 3-characters in length. No special characters or numbers are allowed.	Text Box

Payee Registration Page

This window allows you to register as an administrator for a payee.

Business Rules

You must have access to a Provider Information Sheet or previous remittance advices to register as a payee.

If you have previously registered as the administrator for a payee, and your registration is active, you will not be allowed to register again as an administrator for the same payee.

If you want to change your relationship with the business, review the instructions in the Change Your Business Relationship topic.

A Payee Business may have no more than 2 active administrators at any one time.

Warning: You are only allowed **5 attempts** to register. If you are unsuccessful 5 times, your account will be locked and you will have to contact Network Services to unlock your account.

Review the Business Registration Overview for more information.

You must enter all required fields, and in the correct format. See below for a list of fields and validation rules.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Payee Number	the number assigned by HFS to your business location	Required. Must match the entry on HFS's Payee Database.	Text Box
Payee Name	the name of the business; the payee name from the Provider Information Sheet	Required. Must match the entry on HFS's Payee Database.	Text Box
Payee Address	the business address; should be the street address of the physical building rather than the mailing address	Required. Address must be at least 3-characters in length. Certain special characters are not allowed.	Text Box
Second Payee Address Line	additional business address information; may be the mailing address of the business	Not Required. If entered, the address must be at least 3-characters in length. Certain special characters are not allowed.	Text Box
City	the city where the business is located; must be the city where the physical building is located	Required. City must be at least 2 characters in length. Certain special characters are not allowed.	Text Box
State	the state where the business is located; must be the state where the physical building is located	Required. Select an entry from the dropdown list.	Dropdown Box

ZIP	the ZIP code of the physical building	Required. Formats	Text Box
Business Phone Number	the main phone number for the business	Required. Formats	Text Box
Business Fax Number	a fax number for the business	Not Required. Formats	Text Box
Your Work E-Mail Address	your work e-mail address, if you have one; or your personal e-mail address	Required. Must be a valid e-mail format.	Text Box
Your Work Phone	your phone number at work if you have a direct line; or a phone number where you can be reached at work	Conditionally Required if work extension is not entered. Formats	Text Box
Your Work Extension	your phone extension number at work, if you have one	Conditionally Required if your work phone is not entered. If entered, must be numeric.	Text Box

Provider Registration Page

This window allows you to register as an administrator for a Medicaid provider.

Business Rules

You must enter provider information exactly as it appears on the Provider Information Sheet in order to register as a Medicaid Provider.

If you have previously registered as the Administrator for a Provider, and your registration is active, you will not be allowed to register again as an Administrator for the same Provider.

If you want to change your relationship with the business, review the instructions in the Change Your Business Relationship topic.

A Provider Business may have no more than 2 active administrators at any one time.

Warning: You are only allowed **5 attempts** to register. If you are unsuccessful 5 times, your account will be locked and you will have to contact Network Services to unlock your account.

Review the Business Registration Overview for more information.

You must enter all required fields, and in the correct format. See below for a list of fields and validation rules.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Provider Number	the number assigned by HFS to the provider of services	Required. Must match exactly the entry on HFS's Provider Database.	Text Box
Provider Type	the number assigned by HFS that indicates the type of provider	Required. Must match exactly the entry on HFS's Provider Database.	Text Box
Provider Name	the name of the business	Required. Must match exactly the entry on HFS's Provider Database.	Text Box
Provider Address	the business address; should be the street address of the physical building rather than the mailing address	Required. Address must be at least 3-characters in length. Certain special characters are not allowed.	Text Box
Second Provider Address Line	additional business address information; may be the mailing address of the business	Not Required. If entered, the address must be at least 3-characters in length. Certain special characters are not allowed.	Text Box
City	the city where the business is located; must be the city where the	Required. City must be at least 2 characters in length. Certain special	Text Box

	physical building is located	characters are not allowed.	
State	the state where the business is located; must be the state where the physical building is located	Required. Select an entry from the dropdown list.	Dropdown Box
ZIP	the ZIP code of the physical building	Required. Formats	Text Box
Business Phone Number	the main phone number for the business	Required. Formats	Text Box
Business Fax Number	a fax number for the business	Not Required. Formats	Text Box
Your Work E-Mail Address	your work e-mail address, if you have one; may be your personal e-mail address	Required. Must be a valid e-mail format.	Text Box
Your Work Phone	your phone number at work; if you do not have a direct line, a phone number where you can be reached at work	Conditionally Required if work extension is not entered. Formats	Text Box
Your Work Ext	your phone extension number at work, if you have one	Conditionally Required if work phone is not entered. If entered, must be numeric.	Text Box
Enrollment Date	the enrollment date from the Provider Information Sheet	Conditionally Required. If State Medical License Number and Tax ID Number are not entered, enrollment date is required. Formats	Text Box
State Medical License Number	the state license number issued to the provider by the State of Illinois	Conditionally Required. If Tax ID Number and Enrollment Date are not entered, then State Medical License Number is required. Must be at least 5-characters in length.	Text Box
Tax ID Number	the tax ID number of the business	Conditionally Required. If State Medical License Number and Enrollment Date are not entered, Tax ID Number is required. Formats	Text Box
Tax ID Number Type	the type of tax ID number you entered	Conditionally Required. If Tax ID Number is entered, Tax ID Number Type is required. Select either FEIN or SSN.	Radio Button

Registration Success Page

This window shows you the registration information that is saved in the MEDI System for the business with which you are now associated. It will also display whether you have registered as an Employee or Administrator. This is your relationship to the business.

If you registered as an Administrator, this page also displays the Employee Registration Key. If you want employees to register for the business you just registered, use your browser's print feature to print a copy of this page. Give the Employee Registration key to your employees so they can register.

HIPAA

If you are interested in exchanging HIPAA-compliant data with HFS through the IEC System application, this page provides information about the sender and receiver values you must use in your HIPAA-compliant transmissions. You should print this page to retain this information.

Important: If registered in the **Provider** or **Payee** category, the business should be able to submit/receive HIPAA-compliant transmissions within **24 hours** of its registration. If registered in the Other Business (or Payee) category, the business will be able to submit/receive HIPAA-compliant transmissions for a provider within **24 hours** of receiving the provider's authorization.

Business Rules

You must have registered successfully in order for this page to display.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Business Name	the business name entered during business registration and saved in the MEDI System	N/A	Display Only
HFS ID Number	the HFS identification number assigned to the business	N/A	Display Only
Business Address	the business address entered during business registration and saved in the MEDI System	N/A	Display Only
City	the city entered during business registration and saved in the MEDI System	N/A	Display Only
State	the state entered during business registration and saved in the MEDI System	N/A	Display Only
ZIP	the ZIP code entered during business registration and saved in the MEDI System	N/A	Display Only
HFS ID Number	the identification number	N/A	Display Only

	assigned by HFS to the business		
Employee Registration Key	displayed for each successful registration of a business; must be entered by employees when they register in order to associate themselves with the business	N/A	Display Only
HIPAA ISA and GS values for inbound and outbound transactions	the ISA and GS values to use for HIPAA-compliant transmissions	N/A	Display Only

Request Provider Information Sheet Page

This window allows you to request that a Provider Information Sheet be sent to the address on record for the Medicaid provider.

Business Rules

Provider Information Sheets can only be sent to the address on file with HFS for the provider entered.

You must enter all required fields, and in the correct format. See below for a list of fields and validation rules.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Provider Number	the HFS identification number of the provider for which you want the Provider Information Sheet	Required.	Text Box
Provider Name	the name of the provider for which you want to request the Provider Information Sheet	Required.	Text Box
Provider Address	the address of the provider for which you want to request the Provider Information Sheet	Required.	Text Box
Provider Second Address	the address of the provider for which you want to request the Provider Information Sheet	Not Required.	Text Box
City	the city of the provider for which you want to request the Provider Information Sheet	Required.	Text Box
State	the state of the provider for which you want to request the Provider Information Sheet	Required.	Dropdown Box
ZIP	the ZIP code of the provider for which you want to request the Provider Information Sheet	Required.	Text Box
Your Name	your first and last name	Required.	Text Box
Phone	a phone number where	Required.	Text Box

	you can be contacted		
E-Mail	your e-mail address where you can be contacted if necessary	Required.	Text Box

AUTHORIZATION

Change Employee Authorizations Page

This window allows you to

- change the status of an employee that is registered for your business,
- give employees access to applications available through MEDI, and
- change the status of another administrator for the same business.

Business Rules

Employees that are not in Active status cannot be given access to applications available through MEDI.

You cannot delegate application access to your employees until the business has been authorized for the application.

All active administrators of a business can change the status of any other administrator for the same business.

You must be an active administrator for a business in order to access this page.

Review the Employee Authorization Overview for more information.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Business Type	the business category of the business being displayed	N/A	Display Only
Name	the registered name of the business being displayed	N/A	Display Only
HFS ID Number	the HFS identification number of the business being displayed	N/A	Display Only
Tax ID Number	the tax identification number of the business being displayed	N/A	Display Only
Accept	clicking Accept places the person in active status with the business	One of the three statuses must be selected.	Radio Button
Reject	clicking Reject places the employee in inactive status with the business	One of the three statuses must be selected.	Radio Button
Hold	clicking Hold places the employee in pending status with the business	One of the three statuses must be selected.	Radio Button
Employee Name	the employee's full	N/A	Display Only

	name		
Employee Type	the type of employee, either employee or administrator	N/A	Display Only
Applications	a list of the applications to which the business has access	Only applications to which the business has access will be displayed. Applications are not displayed for administrators as they are not modifiable.	Display Only
Access Level	the access level the employee has for the application	If the employee's status is not "Accept", access level has to be zero.	Dropdown Box

Business Authorization Menu Page

This window allows you to view a list of registered employees for a business in the Other Business category. Employees are displayed in alphabetical order. This page will also display any additional administrators the business may have.

In addition, this page provides access to the Change Employee Authorizations and Request Provider Authorization functions.

Business Rules

You must be an active administrator for a business registered in the Other Business category in order to access this page.

The Change Emp Auth button will not be displayed if there are no registered employees.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Name	the registered name of the business being displayed	N/A	Display Only
HFS ID Number	the HFS identification number of the business being displayed	N/A	Display Only
Tax ID Number	the tax identification number of the business being displayed	N/A	Display Only
Employee Name	employee's full name	N/A	Display Only
Employee Type	the relationship of the person to the business	N/A	Display Only
Status	current status of the employee's relationship with the business	N/A	Display Only
Status Reason	the reason for the current status of the employee's relationship	N/A	Display Only
Disabled Account Message	a message under the employee's name indicating the employee's account is disabled	N/A	Display Only
Applications	application(s) to which the employee has access	N/A	Display Only
Authorization Level	the level of access the employee has within the application	N/A	Display Only

Payee Authorization Menu Page

This window allows you to view a list of registered employees for a business in the Payee category. Employees are displayed in alphabetical order.

In addition, this page provides access to the Change Employee Authorizations and Request Provider Authorization functions.

Business Rules

You must be an active administrator for a business registered in the Payee category in order to access this page.

The Change Emp Auth button will not be displayed if there are no registered employees.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Name	the registered name of the business being displayed	N/A	Display Only
HFS ID Number	the HFS identification number of the business being displayed	N/A	Display Only
Tax ID Number	the tax identification number of the business being displayed	N/A	Display Only
Employee Name	employee's full name	N/A	Display Only
Employee Type	the relationship of the person to the business	N/A	Display Only
Status	current status of the employee's relationship with the business	N/A	Display Only
Status Reason	the reason for the current status of the employee's relationship	N/A	Display Only
Disabled Account Message	a message under the employee's name indicating the employee's account is disabled	N/A	Display Only
Applications	application(s) to which the employee has access	N/A	Display Only
Authorization Level	the level of access the employee has within the application	N/A	Display Only

Provider Authorization Menu Page

This window allows you to view a list of registered employees for a business in the Medicaid Provider category. Employees are displayed in alphabetical order.

In addition, this page provides access to the Change Employee Authorizations and Business Authorization functions.

Business Rules

You must be an active administrator for a business registered in the Medicaid Provider category in order to access this page.

The Change Emp Auth button will not be displayed if there are no registered employees.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Name	the registered name of the business being displayed	N/A	Display Only
HFS ID Number	the HFS identification number of the business being displayed	N/A	Display Only
Tax ID Number	the tax identification number of the business being displayed	N/A	
Employee Name	employee's full name	N/A	Display Only
Employee Type	the relationship of the person to the business	N/A	Display Only
Status	current status of the employee's relationship with the business	N/A	Display Only
Status Reason	the reason for the current status of the employee's relationship	N/A	Display Only
Disabled Account Message	a message under the employee's name indicating the employee's account is disabled	N/A	Display Only
Applications	application(s) to which the employee has access	N/A	Display Only
Authorization Level	the level of access the employee has within the application	N/A	Display Only

Provider Business Authorization Page

This window allows a provider administrator to grant/revoke/hold authorization for any business that has request authorization from the provider.

Business Rules

Changes to the status of an authorization request take effect immediately.

You may change any request for authorization to a different status.

Any authorization request that has been removed by the requesting business will not be displayed.

Warning: A business cannot work on behalf of the provider unless the authorization request is in **ACTIVE** status (e.g. it must be ACCEPTED).

You must be an active administrator for a business registered in the Medicaid Provider category in order to access this page.

For the Internet Electronic Claims (IEC) System, you must also authorize the specific transactions that the requesting business can access on behalf of the provider.

Review the Provider Business Authorization Overview for more information.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Name	the registered name of the provider business being displayed	N/A	Display Only
HFS ID Number	the HFS identification number of the provider business being displayed	N/A	Display Only
Tax ID Number	the tax identification number of the provider business being displayed	N/A	Display Only
HFS ID Number	the HFS ID number of the business requesting authorization	N/A	Display Only
Business Name	the name of the business requesting authorization	N/A	Display Only
Address	the address of the business requesting authorization	N/A	Display Only
Administrators	the name of the administrator of the business requesting authorization	N/A	Display Only
Contact Information	the phone number and e-mail address of the administrator for the business requesting authorization	N/A	Hyperlink
Accept	Clicking the Accept radio button indicates you authorize the	One of the two radio buttons must	Radio Button

	business to work on behalf of the provider. If the business' authorization is in Accept status, it is enabled to work on behalf of the provider.	be selected.	
Reject	Clicking the Reject radio button indicates you do not authorize the business to work on behalf of the provider. If the business' authorization is in Reject status, it is not enabled to work on behalf of the provider.	One of the two radio buttons must be selected.	Radio Button
Application Status	the application for which the business is requesting authorization, its current status and the date of the current status	N/A	Display Only
Current Authorized Transactions	For the IEC System only. A list of the currently authorized transactions, and the date it was authorized.	N/A	Display Only
Accept or Reject these Transactions	For the IEC System only. Provides a list of the transactions that can be authorized. Currently authorized transactions are checked.	If the authorization is in Accept status, at least one transaction must be checked.	CheckBox
Check All	For the IEC System only. A button that checks all the transactions for the current authorization.	N/A	Button
Uncheck All	For the IEC System only. A button that unchecks all the transactions for the current authorization.	N/A	Button

Request Provider Authorization Page

This window allows you to add, view and remove authorization requests from a Medicaid Provider for a specific business. In addition, the authorization process is supported by E-mail Notifications.

Business Rules

If a provider is not eligible to register in MEDI (e.g. it has no authorized applications), you cannot request authorization from it. Application authorization for providers is based on its provider type. Review Provider Application Access in the Appendix to determine whether the provider's type is eligible to register in the MEDI System.

If you select an application for which the provider does not have authorized access, you will receive an error message, and you will have to select another application. Review Provider Application Access in the Appendix for the applications available to each provider type.

Requesting authorization from a provider that the business has already requested authorization from is considered a duplicate request, and will be rejected no matter what status the request is in.

You can remove an authorization request from any provider, regardless of its present status. Once an authorization request is removed, it will no longer display on this page. If necessary, you can re-request authorization from the same provider after the authorization has been removed.

You must enter all required fields. The provider name and provider number must match HFS's Provider DB entry exactly.

If a provider is not registered, a message "Provider Not Registered" will display in the Provider Name field.

Warning: If you fail to correctly enter the provider name and provider number **5 times**, your account will be locked, and you will be forwarded to the MEDI Account Locked page. You will have to contact Network Services to get your account unlocked. Review HFS's Contact Information for more information.

Review the Requesting Provider Authorization Overview for more information.

Field Definitions and Validation Rules

Field Name	Definition	Validation Rules	Field Type
Name	the registered name of the business being displayed	N/A	Display Only
Business Type	the business category of the business being displayed	N/A	Display Only
HFS ID Number	the HFS identification number of the business being displayed	N/A	Display Only
Tax ID Number	the tax identification number of the business being displayed	N/A	Display Only
Provider Name	the name of the provider from which you are requesting authorization	Required if provider number is entered. Must match the entry on the Provider DB exactly.	Text Box

Provider Number	the HFS identification number of the provider from which you are requesting authorization	Required if provider name is entered. Must correspond to the entry in the provider name field. Must match the entry on the Provider DB exactly. Must be numeric. Must be between 9 and 12-digits in length, inclusive.	Text Box
Application	the application for which you are requesting authorization	Required if provider name or provider number are entered.	Dropdown Box
Claim Preparer Question	indicates whether your organization is the claim preparer for the provider from which you are requesting authorization	Required. You must answer this question in order to request authorization from the provider.	Dropdown Box
Remove	checkbox for removing previous provider authorization requests	Not required. If checked, the provider authorization request will be removed, regardless of the authorization status.	CheckBox
Provider Name	the provider's name from a previous request	N/A	Display Only
Provider Number	the provider number from a previous authorization request	N/A	Display Only
Application	the application for which the authorization was requested	N/A	Display Only
Status	status of the present authorization request	N/A	Display Only
Current Authorized Transactions	the transactions that are currently authorized by this provider and the date it was authorized	N/A	Display Only

ABOUT HFS

Contact Information

If you have any problems with the web application, use the following contact information to contact HFS:

Network Services

Phone Number: (877) 281-6398

E-Mail

To e-mail the Webmaster for the MEDI Web site,

- click the Contact Us link in the left-side MEDI menu, or
- click the Webmaster link in the MEDI footer.

Accessibility

For information about the State of Illinois accessibility standards and options, visit http://www.illinois.gov/iwas/.

Appendices

Current HIPAA Transaction Set

Verify your business is authorized to access the **Internet Electronic Claims (IEC) System**. You will need access to this application in order to exchange HIPAA format with HFS. The IEC System also allows authorized businesses to submit Drug Invoices through the Claim Submission DDE.

HFS is currently in the process of providing the ability to exchange Drug Invoices and the following HIPAA transactions over the Internet with businesses that have the appropriate authorized access. Check the IEC System Help Manual for information on what transactions are currently available.

X12N Transaction Number	Version	Transaction Name
270	x4010a	Recipient Eligibility Inquiry
271	x4010a	Recipient Eligibility Response
276	x4010a	Claim Status Inquiry
277	x4010a	Claim Status Response
278	x4010a	Prior Approval Request and Response
824	x4050	Acknowledgment
835	x4010a	Remittance Advice
837D	x4010a	Dental Claim
837I	x4010a	Institutional Claim
837P	x4010a	Professional Claim
835	x4010a	Remittance Advice
997	x4010a	Acknowledgment

Related Topics

HIPAA Transactions Provider Type Cross Reference

Payee Application Access and HIPAA Cross Reference

Data Formats

Date

Dates can be entered in any of the following formats:
(mm = month; dd = day; yyyy = 4-digit year)
mmddyyyy
mm-dd-yyyy
mm/dd/yyyy

Phone Number

Phone and fax numbers can be entered in any of the following formats:
9999999999
999-999-9999

Tax ID Number

Tax ID Numbers can be entered in any of the following formats (FEIN and SSN formats must match tax ID number type selected):
999999999
99-9999999 (must match tax ID number type)
999-99-9999 (must match tax ID number type)

ZIP Codes

ZIP codes can be entered in any of the following formats:
99999
99999-9999

Health Insurance Portability and Accountability Act (HIPAA)

HFS has provided the **Internet Electronic Claims (IEC) System** to handle the electronic transfer of HIPAA-compliant formats, to meet the requirements of HIPAA.

If you are unsure whether you will have access to the IEC System, review the Application Access topic for more information on what is available to the different business types.

In the **IEC System**, each business type (e.g. provider, payee or other business) will have access to different HIPAA transactions depending on the following rules:

- Provider access is based on its provider type.
- Payees have access to retrieve remittance advices and submit acknowledgments.
- Payees may also request authorization from a provider(s); and the provider administrator may grant authorization.
- Other business types must request authorization from a provider(s); and the provider administrator may grant authorization.

The **IEC System has limitations** on what payee and other business types have access to on behalf of Medicaid providers. HFS requires that a provider authorize at a **transaction level** for the IEC System. It is up to the provider administrator to grant access to the individual transactions. Check the HIPAA Transactions Provider Type Cross Reference for a list of transactions available for each provider type.

In addition, the Current HIPAA Transaction Set topic provides information on the implementation level and specific X12N transactions the IEC System will support. Check the IEC System Home page for more information on which transaction have actually been implemented.

Note: If registered in the **Provider** or **Payee** category, the business should be able to submit/receive HIPAA-compliant transmissions within 24 hours of its registration. If a business administrator for a **payee** or **other business** type has **requested authorization** from a provider, the business will be able to submit/receive HIPAA-compliant transmissions for the provider within 24 hours of receiving the provider's authorization. This is required in order to update HFS's X12N translator software.

You may review the topics below for more information on the specific transactions providers, payee and other authorized businesses can submit and receive.

Related Topics

HIPAA Transactions Provider Type Cross Reference

Payee Application Access and HIPAA Cross Reference

Current HIPAA Transaction Set

Payee Access

Payees have access to the IEC Application once they successfully register.

Payee	Inbound	Outbound
All payees	997, 824	835, 997, 824

Provider Application Access

Access for **providers** is by provider type and is provided once the provider is successfully registered. Check the list below to see if the provider qualifies.

Provider Type	Description	Applications
010	Physician	IEC, KCAA
011	Dentist	IEC
012	Optometrists	IEC
013	Podiatric	IEC
014	Chiropractic	IEC
015	Medical Partnership	N/A
016	Nurse Practitioner	IEC
017	Insurance Agents	IEC, KCAA
018	Title XXI Outstation Provider	IEC, KCAA
019	N/A	N/A
020	Registered Nurse	IEC, KCAA
021	Licensed Practical Nurse	IEC
022	Physical Therapist	IEC
023	Occupational Therapist	IEC
024	Speech Therapist	IEC
025	Audiologist	IEC
026	Individual Non-Registered	N/A
027	N/A	N/A
028	Supportive Living Facility	IEC, SLF, LTC
029	MR Facilities	IEC, LTC
030	General Hospital	IEC, KCAA
031	Psychiatric Hospital	IEC
032	Rehabilitation Hospital	IEC, KCAA
033	Nursing Facility	IEC, LTC
034	State Operated LTC Facility	IEC, LTC
035	Long Term Care - Day Care Training	IEC
036	Mental Health Services Providers	IEC, KCAA
037	DMHDD Day Training	IEC
038	ICF/MI Facility	IEC, LTC
039	Hospice	IEC
040	Federally Qualified Health Centers (FQHC)	IEC, KCAA
041	State-Aided Clinics	IEC
042	DSCC Waiver Services	IEC

043	Encounter Rate Clinics (ERC)	IEC, KCAA
044	Medicheck Screening Clinics	IEC
045	Family Planning Clinics	IEC
046	Ambulatory Surgical Treatment Centers	IEC
047	Local Education Agencies (LEA)	IEC, LEA, KCAA
048	Rural Health Clinics	IEC
049	Shared Health Facilities	N/A
050	Home Health Agencies	IEC, KCAA
051	Community Health Agencies	IEC, KCAA
052	Certified Health Departments	IEC, KCAA
053	DORS Schools	IEC
054	Certified Hospital Organized Satellite Clinics	IEC, KCAA
055	Early Intervention Services	IEC, KCAA
056	School Bases/Linked Health Centers	IEC, KCAA
057	N/A	N/A
058	N/A	N/A
059	N/A	N/A
060	Pharmacies	IEC
061	Independent Laboratories	IEC
062	Opticians/Optical Companies	IEC
063	Other Providers of Medical Equipment/Supplies	IEC
064	Imaging Services	IEC
065	N/A	N/A
066	N/A	N/A
067	N/A	N/A
068	N/A	N/A
069	N/A	N/A
070	Ambulance Service Providers	IEC
071	Medicar Providers	IEC
072	Taxicab and Livery Companies	IEC
073	Other Transportation Providers (Non-Registered)	IEC
074	Hospital Based Transportation Providers	IEC
075	Dept of Alcohol and Substance Abuse Providers	IEC
076	N/A	N/A
077	N/A	N/A
078	N/A	N/A
079	N/A	N/A

080	Health Maintenance Organizations	IEC
081	HM/HK Case Management	N/A
082	Prepaid Health Plans - Cook County	IEC
083	Managed Care Community Network	IEC
084	N/A	N/A
085	Childrens Health Insurance Program Providers	IEC, KCAA
086	Clinical Social Worker	N/A
087	Psychologist	N/A
088	Other Behavior Health Professionals	N/A
089	N/A	N/A
090	In Home Care - Dept of Aging	N/A
091	In Home Care - Dept of Mental Health	IEC
092	In Home Care - Dept of Rehab Services	N/A
093	DORS-AIDS - Dept of Rehab Services	N/A
094	DMHDD - OBRA Dept of Mental Health - Development Disabilities	N/A
095	N/A	N/A
096	DCFS-AIDS - Dept of Children and Family Services	N/A
097	Community Supported Living Arrangements	N/A
098	TBI Home and Community-Based Services Medicaid	N/A
099	N/A	N/A

HIPAA Transactions Provider Type Cross Reference

Verify your business is authorized to access the **Internet Electronic Claims (IEC) System**. You will need access to this application in order to exchange HIPAA format with HFS.

Note: If you are also registered as a **payee**, you can receive outbound 835s.

Provider Type	Description	Inbound	Outbound
010	Physician	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
011	Dentist	837D, 837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
012	Optometrists	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
013	Podiatric	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
014	Chiropractic	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
015	Medical Partnership	N/A	N/A
016	Nurse Practitioner	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
017	Insurance Agents	270, 824, 997	271, 824, 997
018	Title XXI Outstation Provider	270, 824, 997	271, 824, 997
019	N/A	N/A	N/A
020	Registered Nurse	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
021	Licensed Practical Nurse	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
022	Physical Therapist	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
023	Occupational Therapist	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
024	Speech Therapist	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
025	Audologist	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
026	Individual Non-Registered	N/A	N/A
027	N/A	N/A	N/A
028	Supportive Living Facility	270, 276, 824, 997	271, 277, 824, 997
029	MR Facilities	270, 276, 824, 997	271, 277, 824, 997
030	General Hospital	837P, 837I, 278, 270, 276,	278, 271, 277, 824, 997

		824, 997, Drug Invoice DDE	
031	Psychiatric Hospital	837P, 837I, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
032	Rehabilitation Hospital	837P, 837I, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
033	Nursing Facility	270, 276, 824, 997	271, 277, 824, 997
034	State Operated LTC Facility	270, 276, 824, 997	271, 277, 824, 997
035	Long Term Care - Day Care Training	270, 276, 824, 997	271, 277, 824, 997
036	Mental Health Services Providers	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
037	DMHDD Day Training	270, 276, 824, 997	271, 277, 824, 997
038	ICF/MI Facility	270, 276, 824, 997	271, 277, 824, 997
039	Hospice	837I, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
040	Federally Qualified Health Centers (FQHC)	837P, 837D, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
041	State-Aided Clinics	270, 276, 824, 997	271, 277, 824, 997
042	DSCC Waiver Services	270, 276, 824, 997	271, 277, 824, 997
043	Encounter Rate Clinics (ERC)	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
044	Medicheck Screening Clinics	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
045	Family Planning Clinics	270, 276, 824, 997	271, 277, 824, 997
046	Ambulatory Surgical Treatment Centers	837P, 837I, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
047	Local Education Agencies (LEA)	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
048	Rural Health Clinics	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
049	Shared Health Facilities	N/A	N/A
050	Home Health Agencies	837P, 837I, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
051	Community Health Agencies	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
052	Certified Health Departments	837I, 837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
053	DORS Schools	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
054	Certified Hospital Organized Satellite Clinics	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997

055	Early Intervention Services	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
056	School Bases/Linked Health Centers	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
057	N/A	N/A	N/A
058	N/A	N/A	N/A
059	N/A	N/A	N/A
060	Pharmacies	837P, 278, 270, 276, 824, 997, Drug Invoice DDE	278, 271, 277, 824, 997
061	Independent Laboratories	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
062	Opticians/Optical Companies	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
063	Other Providers of Medical Equipment/Supplies	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
064	Imaging Services	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
065	N/A	N/A	N/A
066	N/A	N/A	N/A
067	N/A	N/A	N/A
068	N/A	N/A	N/A
069	N/A	N/A	N/A
070	Ambulance Service Providers	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
071	Medicar Providers	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
072	Taxicab and Livery Companies	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
073	Other Transportation Providers (Non-Registered)	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
074	Hospital Based Transportation Providers	837P, 278, 270, 276, 824, 997	278, 271, 277, 824, 997
075	Dept of Alcohol and Substance Abuse Providers	270, 276, 824, 997	271, 277, 824, 997
076	N/A	N/A	N/A
077	N/A	N/A	N/A
078	N/A	N/A	N/A
079	N/A	N/A	N/A
080	Health Maintenance Organizations	270, 824, 997	271, 824, 997

081	HM/HK Case Management	N/A	N/A
082	Prepaid Health Plans - Cook County	270, 824, 997	271, 824, 997
083	Managed Care Community Network	270, 824, 997	271, 824, 997
084	N/A	N/A	N/A
085	Childrens Health Insurance Program Providers	270, 276, 824, 997	271, 277, 824, 997
086	Clinical Social Worker	N/A	N/A
087	Psychologist	N/A	N/A
088	Other Behavior Health Professionals	N/A	N/A
089	N/A	N/A	N/A
090	In Home Care - Dept of Aging	N/A	N/A
091	In Home Care - Dept of Mental Health	270, 824, 997	271, 824, 997
092	In Home Care - Dept of Rehab Services	N/A	N/A
093	DORS-AIDS - Dept of Rehab Services	N/A	N/A
094	DMHDD - OBRA Dept of Mental Health - Development Disabilities	N/A	N/A
095	N/A	N/A	N/A
096	DCFS-AIDS - Dept of Children and Family Services	N/A	N/A
097	Community Supported Living Arrangements	N/A	N/A
098	TBI Home and Community-Based Services Medicaid	N/A	N/A
099	N/A	N/A	N/A

FAQs - Index

Select a topic you are interested in:

FAQS - Digital Certificates - explains the digital certificate process, why they are required and how to get one.

FAQS - IEC - contains multiple topics related to file transfers, claims status, recipient eligibility and HIPAA.

FAQS - MEDI - contains multiple topics related to HFS registration, how to obtain authorization, administrators, employees, working on behalf of a provider, etc.

FAQS - MEDICAL ELECTRONIC DATA INTERCHANGE (MEDI) SYSTEM

How do I register my providers, by medical group or individually?

How many providers can I represent?

Is registration a manual process if the business is out-of-state?

How does "Other Business" enrollment and delegation to our employees work?

When can we begin and who will be our enrollment contact for assistance at HFS?

I currently have business relationships or agreements with IL Medicaid providers, at numerous practices and institutions, and assist them in filing their transactions electronically. In order to perform this service to them through your MEDI System, will each provider and institution have to grant me this authority within your new MEDI/IEC Systems?

Topics

Registration

How do I register my providers, by medical group or individually?   Back To Top

Providers must be registered individually. If you represent a medical group, clearinghouse or billing service with access to the Provider Information Sheet, the Group Registration for Provider Groups topic provides suggestions on how to register.

How many providers can I represent?   Back To Top

You can represent as many providers as necessary. If you want to register as the provider administrator for each provider, you must have the appropriate Provider Information Sheet for each provider you want to register. You could also register as an employee of multiple providers. In this case, you would need the Employee Registration Key from the provider administrator(s) for each registered provider. For instructions, we have provided a list of Registration Tutorials to assist you through the registration process.

Is registration a manual process if the business is out-of-state?   Back To Top

No, once you obtain your digital certificate, you can register online through the MEDI System. Registration is required before you will be able to access any applications. Review the Registration Overview for more information.

How does "Other Business" enrollment and delegation to our employees work?   Back To Top

Other businesses (e.g. provider groups, billing services, clearinghouses, software vendors, etc.) may register in the MEDI System to work on behalf of a Medicaid provider. Then, the person (e.g. administrator) that registered the business can request authorization from the provider. Once authorization is received, it can be delegated to the registered employees. Read the Authorization Overview for more detailed information on both business authorization and delegation to employees.

When can we begin and who will be our enrollment contact for assistance at   Back To Top

HFS?

You can begin now by obtaining your digital certificate and registering in the MEDI System. There are Help numbers available to call if you need assistance.

Authorization

I currently have business relationships or agreements with IL Medicaid providers, at numerous practices and institutions, and assist them in filing their transactions electronically. In order to perform this service to them through your MEDI System, will each provider and institution have to grant me this authority within your new IEC System?

Yes. Each provider, by unique provider identification number, will have to authorize the specific MEDI transactions that your business will be allowed to access on their behalf. This process is required to affirm business relationships and prevent unauthorized access to MEDI. Review the Authorization Overview for more information about how to receive authorization.

FAQS - DIGITAL IDENTITY CERTIFICATES

How do I obtain a State of Illinois Digital Identity Certificate?

Why do I need a Digital Identity Certificate from the State of Illinois? Why can't I use my own certificate?

How many digital identities do I need to have?

How do I protect my digital identity from access by other people?

If I am planning on registering as a provider and I am not the provider, do I need the provider's driver's license to register for the digital identity?

If I do not live in Illinois, how do I get a digital identity?

Topics

How do I obtain a State of Illinois Digital Identity Certicate?

Back To Top

Review the Obtaining a Digital Identity Certificate topic for instructions.

Why do I need a Digital Identity Certificate from the State of Illinois? Why can't I use my own certificate?

Back To Top

The State of Illinois is the certificate authority for all State of Illinois Internet access. Applications available over the Internet that are provided by the Department of Public Aid will only accept certificates from the State of Illinois.

How many digital identities do I need to have?

Back To Top

You only need one digital identity from the State of Illinois. Your digital identity is yours, and you can use it for access to other state agency applications.

How do I protect my digital identity from access by other people?

Back To Top

The digital identity certificate you have is installed in the browser when you access any State of Illinois systems by entering your digital identity's user id and password. Once you Logout successfully or close the browser, the certificate is removed from your computer. Do not share your user id and password with others. If you feel you need to protect your digital identity, you can change the password. Review the Changing Your Digital Identity Password topic for instructions.

If I am planning on registering as a provider and I am not the provider, do I need the provider's driver's license to register for the digital identity?

Back To Top

No. You can register for your digital identity with your own driver's license or identification card and then register as a provider in MEDI. MEDI understands that most of the time, a provider administrator will be registering and managing the provider's account.

If I do not live in Illinois, how do I get a digital identity?

Back To Top

If you do not have an Illinois driver's license or identification card, you can still register for your digital identity online. There are applications available online or out-of-state digital identities that can be printed and mailed in. Review the Obtaining a Digital Identity Certificate for more help.

Changing Your Digital Identity Password

To change your digital identity password, you will need your driver's license information. To begin,

- Click on the **Login** option in the left-side navigation menu on the www.myhfs.illinois.gov Web site.
- On the Login page, click on the **Forgot Password** button located at the bottom of the page.
- Follow the instructions for changing your password.

Obtaining a Digital Identity Certificate

To obtain a digital identity certificate from the State of Illinois

- Click on the **Register** option located in the left-side navigation menu on the www.myhfs.illinois.gov Web site.
- **Read** the State of Illinois Digital Certificate Subscriber Agreement.
- **Scroll** to the bottom of the Subscriber Agreement.
    - If you have a State of Illinois driver's license or state identification card, click on the **Accept** button.
    - Otherwise, click on **Non-Illinois Resident Accept.**
- Follow the instructions. Illinois residents will be able to register online. Non-Illinois residents will be required to mail in a completed request form.
- You must create your own **user id** and **password**.

Note: You will need to **remember** your **user id** and **password** in order to register in MEDI!

FAQS - IEC

Is Medicaid-IL able to accept the ANSI837 4010A1?

What are your requirements for declaring a submitter production ready?

What are your test requirements (e.g. minimum number of claims, service types, etc.)?

Through what types of edits will you be processing our test file? Will you just be testing for construction or will you also make edits available that impact adjudication?

Description of test environment?

Does the test system have a dial-up number, or does it require a username and password?

How do I perform a system-to-system submission, and what protocol should I use?

Do we need to inform anyone once we make a submission?

What is the turnaround time for results once a submission is made? What type of results are made available?

Topics

Acceptable HIPAA Formats

Is Medicaid-IL able to accept the ANSI837 4010A1?   Back To Top

Yes, Illinois accepts only 4010A1 format, except for the 824, which is accepted in 4050 format. For a complete list of transactions accepted by Illinois, review the Current HIPAA Transaction Set. However, not all transactions may be implemented yet. Check the IEC System Home Page for more information on which transactions are currently available.

Certification for Trading Partners

What are your requirements for declaring a submitter production ready?   Back To Top

Illinois Department of Healthcare & Family Services (HFS) has no certification requirements for submitting files for production processing and no test environment to test your transactions. When you are satisfied your files are HIPAA-compliant, you may submit for production. Be sure to put 'P' in the ISA15 to submit for production.

HIPAA-Compliance Testing

What are your test requirements (e.g. minimum number of claims, service types, etc.)?   Back To Top

Illinois Department of Healthcare & Family Services has no certification requirements for submitting files for production processing.

Through what types of edits will you be processing our test file? Will you just be testing for construction or will you also make edits available that impact adjudication?   Back To Top

Illinois Department of Healthcare & Family Services has no test environment. When you submit a file, HFS will apply Level I - Level IV syntax checking, which will result in a

corresponding 997 or 824 response. ST-SE segments can also be rejected if the submitter is not authorized by the provider; and an 824 will be generated. Adjudication edits will be applied through the normal adjudication process, resulting in an 835 response.

Description of test environment?

Currently, HFS has no test environment to test your transactions. When you are satisfied your files are HIPAA-compliant, you may submit for production. Be sure to put 'P' in the ISA15 to submit for production.

Does the test system have a dial-up number, or does it require a username and password?

You will use our Web site and your login information from your registration for the digital certificate (after registration process is completed) to access MEDI. From there, you can access the IEC System, if you have authorization.

Currently, HFS has no test environment to test your transactions. When you are satisfied your files are HIPAA-compliant, you may submit for production. Be sure to put 'P' in the ISA15 to submit for production.

Submitting HIPAA-Compliant Transactions

How do I perform a system-to-system submission, and what protocol should I use?

HFS does not provide system-to-system or server-to-server submission. However, it may be developed at a later date.

You will be able to submit batch files for HIPAA-compliant transactions directly to HFS over the Internet with the new IEC System. To submit files, access the Internet Electronic Claims (IEC) System and click on the File Upload link. We only accept .TXT and .DAT filetypes.

Do we need to inform anyone once we make a submission?

No. The submission will be acknowledged by either or both a 997 and 824. If you do not get any kind of acknowledgment, you should contact the Help Desk.

What is the turnaround time for results once a submission is made? What type of results are made available?

You should receive one or more 997 acknowledgments within a few minutes of submitting a batch file. These acknowledgments indicate whether there are any problems with the enveloping or syntax of the submission.

You may also receive an 824 if there are transactions within the file that did not pass our authorization checking process.

Adjudication of claim submissions will fall under normal MMIS processing goals. Batch submissions for other HIPAA formats have a 24-hour response time. (overnight).

Responses to batch submissions will be provided as batch files in HIPAA-compliant format. These files can be downloaded from the IEC System to the user's computer.

There are DDE functions available for the 270 Eligibility Inquiry and 276 Claim Status Inquiry that provide an immediate response for single inquiries.

Glossary

Accept

An authorization action. Accepting an authorization results in an Active status.

Access Level

Applies to applications available over the Internet. Each person will have a defined level of authorization within the application. Each application defines what access levels are available to the end users. Active administrators will normally have the highest level of access available, if the application is available to them. Administrators determine the access level for the employees, depending on the access levels available to the business.

Active

An authorization status. Results from accepting an authorization. Also the initial status of a successful business registration.

Active Administrator

An administrator in ACTIVE status. Administrators in PENDING or INACTIVE status are considered inactive.

Administrator

A person that has registered in the business registration category. Administrators work on behalf of the business and have authority to delegate authorization to employees and, in the case of a provider administrator, other businesses.

Application

The term application is a shorter form of application program. An application program is a program designed to perform a specific function directly for the user, and where MEDI System authentication and authorization is required for access. May also be called a system.

Authentication

Authentication is the process of determining whether someone or something is, in fact, who or what it is declared to be. The use of digital certificates issued and verified by a Certificate Authority (CA) as part of a public key infrastructure is part of the authentication process. In MEDI, special knowledge of IDPA information is required for authentication.

Authorization

A process whereby a business or individual is granted access to an application available over the Internet. Authorization can be delegated or automatic.

Business

The initial registration of a business in any one of the Business Registration categories. A "business" in MEDI is defined as: 1. Provider Registration - a provider identification number 2. Payee Registration - a payee identification number 3. Other Business Registration - a tax identification number and its associated IDPA identification number

Business Category

See Business Type

Business Type

Businesses are defined by a business type depending on the type of registration performed. The applicable business types are: 1. Medicaid Provider - enrolled as a Medicaid provider 2. Payee - enrolled as a payee for a Medicaid provider 3. Other Business - Not a Medicaid provider or payee

Claim Preparer

An organization or business that creates the claim for the provider based on the provider's services and fee schedule, for submission to IDPA.

Employee Registration Key

A 15-character generated random value at the time of a successful business registration. This value must be used by employees when they register. Associates the employee with the business.

Enrolled

A status indicating a Medicaid provider or payee has gone through the process of submitting paperwork to the Provider Participation Unit and been reviewed and approved.

Grant

Delegating authorization to another entity; either a business or employee. Accepting an authorization request.

HFS Identification Number

A number or identifier assigned by HFS that is unique for a given business.

HIPAA

Health Insurance Portability and Accountability Act of 1996

Hold

An authorization action. Placing authorization in Hold results in a Pending status. Authorizations in this status are revoked.

Inactive

An authorization status. The result of rejecting an authorization.

Medicaid Provider

A provider of medical services enrolled in the Medicaid program for the State of Illinois.

Payee

The receiver of payments made on behalf of recipients of the Medicaid program and services provided by enrolled Medicaid providers.

Pending

An authorization status. Results from holding an authorization. Also the initial status for an request for provider authorization and for employee registration.

Provider

A provider of medical services enrolled in the Medicaid program for the State of Illinois.

Provider Information Sheet

A form that provides information relevant to a specific Medicaid provider.

Recipient Eligibility

The eligibility of a recipient of Medicaid coverage for payment of medical services.

Registration

A process whereby a person enters known information about a business and themselves. Registration is required before access to any Internet applications can be granted.

Reject

An authorization action. Rejecting an authorization results in an Inactive status

Relationship

The relationship of a person to a business is either administrator or employee, depending on how the person registered. A Business Registration results in an administrator relationship. An Employee Registration results in an employee relationship. The relationship of a business to HFS is documented by an HFS Identification Number, dependent on business type.

Revoke

Removal of some level of authorization from another entity. Authorization is revoked if it is in either Pending (Hold) or Inactive (Reject) status.